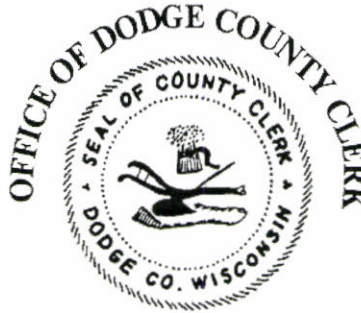


KAREN J. GIBSON
Dodge County Clerk
kgibson@co.dodge.wi.us

Administration Building
127 East Oak Street, Juneau WI 53039
920-386-3605 / Fax: 920-386-4292



BONNIE E. BUDDE
Chief Deputy
bbudde@co.dodge.wi.us

CHRISTINE M. KJORNES
Deputy
ckjornes@co.dodge.wi.us

MEMO TO: DODGE COUNTY BOARD OF SUPERVISORS

FROM: KAREN J. GIBSON, COUNTY CLERK *Kg*

RE: APRIL 21, 2015 COUNTY BOARD MEETING

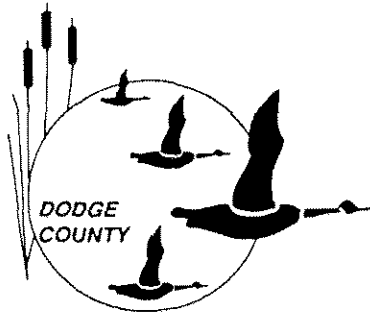
DATE: APRIL 14, 2015

County Board Supervisor:

Enclosed you will find the County Board Agenda and Packet for the April 21st Dodge County Board meeting. Please note, the meeting will be called to order at **9:00 a.m. in the Auditorium located on the first floor of the Administration Building.** Following roll call, a school bus will be boarded to tour Dodge County properties as shown on the agenda. Upon completion of the tour, lunch will be provided in the auditorium by Feil's Supper Club to show case the senior dining program. The County Board business meeting will continue at 1:00 p.m. in the County Board Room.

In order to provide an accurate count for meals, please inform my office if you will **NOT** be participating in the meal. Thank you.

Menu: Chicken Marsala, Baked Potato, Baby Carrots, Dinner Roll and Butterfinger Torte.



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

**County Project and Issue Update
Volume 5 April 2015**

Secured Electronics Project – Detention Facility and Courts: The Dodge County team met with design consultant Jeff Pronschinske of Mead & Hunt on April 6th. At the meeting a timeline of scheduling the project bid opening for Tuesday September 15th was established. The bid opening will enable a solid budget expense to be considered for the 2016 budget. The next design meeting is tentatively scheduled for the first week of June.

MetalFab: The property has been listed on the Wisconsin Surplus On-Line Auction site with an auction deadline of 10:00 a.m. Thursday May 7th. The website is Wisconsinsurplus.com. The listing is #15220-71.

April 21st County Board Meeting / Bus Tour: The April 21st meeting will include a bus tour (school bus) which will begin immediately after call to order and roll call. The tour will include three stops: Reeseville Highway Shop / Astico Park / MetalFab Building. The purpose of the tour is to obtain firsthand information related to proposed 2016 projects related to the Reeseville highway shop; improvements at Astico Park and an opportunity to tour the vacant MetalFab building. Local media will be invited to participate in the tour and ride the bus. The goal is to return to the Administration Building by noon, with a scheduled lunch through Feil's and the Senior Dining program. Lunch will include a brief overview of the senior meal program. It is anticipated the regular portion of the county board agenda will begin by 1:00 p.m.

Sales Tax Update: On April 9th, Beaver Dam Mayor Tom Kennedy hosted a meeting of city, village and town officials to discuss the concept of a "shared revenue" program for excess sales tax remittances received by Dodge County. Mayor Kennedy indicated to me via a phone conversation that the intent of the concept is not to take dollars away from county projects, rather it is to explore the concept of utilizing excess remittances.

The Remittance comparison 2009 – 2015 is found on the reverse side of the page. Remittances through the first three months of 2015 are \$17,213 less than the same period in 2014.

Veterans Service Officer Recruitment: Recruitment efforts related to the upcoming June 19th retirement of Mark Grams are ongoing. The dates of May 5th and 6th have been set aside for candidate interviews. The goal is to bring a Resolution to confirm the appointment of a new Dodge County Veterans Service Officer to the May 19th County Board meeting.

Dodge County, Wisconsin County Sales Tax Remittances

4/2/2015

Remittance Period	Collection Period	2009 Remittance	2010 Remittance	2011 Remittance	2012 Remittance	2013 Remittance	2014 Remittance	2015 Remittance	Previous Year \$ Change % Change	
Jan	Nov	\$387,883	\$374,923	\$376,228	\$328,944	\$395,130	\$486,170	\$461,907	(\$24,263)	-5.0%
Feb	Dec	399,078	328,040	410,423	491,041	464,668	465,644	419,112	(\$46,532)	-10.0%
Mar	Jan	324,058	343,455	351,889	334,316	378,875	346,135	399,718	\$53,582	15.5%
Apr	Feb	359,105	344,008	347,948	376,618	380,068	433,718			
May	Mar	386,540	313,820	333,146	470,113	481,241	534,851			
Jun	Apr	388,683	412,100	479,438	459,467	399,631	422,574			
Jul	May	405,941	430,212	412,277	339,517	510,392	589,725			
Aug	Jun	375,691	367,346	410,118	525,156	552,835	672,406			
Sep	Jul	395,882	460,303	443,711	402,754	413,028	461,485			
Oct	Aug	412,145	437,649	421,047	457,675	505,310	565,940			
Nov	Sep	342,730	386,048	466,361	502,994	458,782	490,439			
Dec	Oct	402,449	418,154	442,259	387,671	370,028	484,997			
		\$4,580,187	\$4,616,056	\$4,894,845	\$5,076,266	\$5,309,989	\$5,954,084	\$1,280,737	(\$17,212)	
Monthly Average		381,682	384,671	407,904	423,022	442,499	496,174	426,912	(5,737)	
Highest Monthly Amt		\$412,145 Oct/Aug	\$460,303 Sept/July	\$479,438 June/Apr	\$525,156 Aug/June	\$552,835 Aug/June	\$672,406 Aug/June	\$461,907 Jan/Nov	\$53,582 Mar/Jan	
Lowest Monthly Amt		\$324,058 Mar/Jan	\$313,820 May/March	\$333,146 May/March	\$328,944 Jan/Nov	\$370,028 Dec/Oct	\$346,135 Mar/Jan	\$399,718 Mar/Jan	(\$46,532) Feb/Dec	
% Of Year Completed								25.0%		
Estimated Year End								\$5,122,946		

2015 Budget	Monthly Budget
\$4,322,765	360,230

		Previous Month	
	Feb-15	Mar-15	
State	\$24,250,248	\$22,411,102	(\$1,839,146) -7.6%
Dodge	419,112	399,718	(19,394) -4.6%

Notice of Meeting of the Dodge County Board of Supervisors

There will be a meeting of the Dodge County Board of Supervisors on **Tuesday, April 21, 2015, at 9:00 A.M.** beginning in the Auditorium on the First Floor of the Dodge County Administration Building, located at 127 East Oak Street, Juneau, Wisconsin.

The Agenda for the Meeting is as follows:

Call to Order by Russell Kottke, County Board Chairman

Pledge of Allegiance

Roll Call

Board a bus and travel to tour, view, and discuss the following properties and facilities:

- 9:10 Depart from Administration Building
- 9:15 Arrive at Reeseville Highway Shop, 404 North Main Street, Reeseville
- 9:50 Depart from Reeseville Highway Shop
- 10:05 Arrive at Astico Park, N3620 County Road TT, Columbus for tour and presentation by Bill Ehlenbeck, Manager of Parks and Trails
- 10:55 Depart from Astico Park
- 11:10 Arrive at MetalFab Property, 401 Madison Street, Beaver Dam for tour of facility
- 11:50 Depart from MetalFab Property
- 12:00 Arrive at the Administration Building in Juneau

Recess for Lunch

Reconvene at 1:00 p.m. in the County Board Room located on the Fourth Floor of the Administration Building, located at 127 East Oak Street, Juneau, Wisconsin to continue County Board meeting.

Call to Order by Russell Kottke, County Board Chairman

Roll Call

Approve Minutes from March 17, 2015, County Board Session

Communications on File

Special Orders of Business

Confirm Appointment made by County Administrator

1. Re-appoint John Zanghi to the Loan Advisory Committee for a one year term, commencing on May 18, 2015 to May 18, 2016, both inclusive.

Confirm Appointments made by County Board Chairman

1. Appoint Supervisor Muche to replace Jim Mielke on the Lake Sinissippi Improvement District Board.
2. Appoint Dave Magnussen, Anthony Brugger, Mary Roche, Brian Field, Larry Schraufnagel, Scott Fitzgerald, Kraig Biefeld, Jody Langfeldt, Nick Bruckner, Paul Nell, Elsie Gonzalez, Craig Warmbold, Patrick Schoebel, Nikki Salas, Don Wellnitz, Alan Mannel, Gary Berger, and Sarah Neu to the Local Emergency Planning Committee for one year terms, commencing on April 21, 2015 to April 21, 2016, both inclusive.
3. Chairman's One Year Committee Appointments.

Supervisor Miller, Chairman, Law Enforcement Committee

Sheriff Dale Schmidt

Lifesaving Award Presentation

Sheriff's Department Annual Report

Resolutions on File

- 15-1 County Board Rules Pertaining to Taxation Committee – Taxation Committee.
If Resolution 15-1 is adopted, appoint Dennis Schmidt and Allen Behl as members of the Taxation Committee.
- 15-2 Abolish One Vacant, Funded, 0.5 Full-Time Benefited Position of Payroll Specialist, and Create One, New, Full-Time, Benefited Position of Accounting Specialist – Accounts Receivable at Clearview – Health Facilities Committee.
- 15-3 General Fund Transfer - \$30,000.00 – Approve Purchase of Operational Review Consulting Services from Baker Tilly Virchow Krause, LLP – Executive Committee.
- 15-4 Approve Parks, Outdoor Recreation and Open Space Plan – Planning, Development and Parks Committee.
Exhibit A is on file in the Office of the County Clerk and may be viewed there during normal business hours.
- 15-5 Amend Town of Lowell Zoning Ordinance – Supervisor Caine.
- 15-6 Amend Town of Lowell Zoning Ordinance – Charles and Jeanne Neis Property – Supervisor Caine.
- 15-7 Amend Town of Lowell Zoning Ordinance – Blaine and Carol Priebusch Property – Supervisor Caine.
- 15-8 Approve the Sale of Four Vacant Lots – Highway Committee.
- 15-9 Authorize and Direct the Finance Committee to Follow Various Steps to Provide for an In-depth Audit of the Highway Department, Human Services and Health Department, Sheriff's Office and Clearview – Supervisors J. Bobholz, Berres, Schmidt, M. Bobholz, Uttke, Gohr, Houchin, Roesch, Hoelzel, Kriewald, and Mattson.
- 15-10 Approve Purchase of a New Daikin Brand Air Cooled Glycol Chiller – Building Committee.

Reports on File

1. Ordinance No. 938 – Amend Land Use Code – Dana Kelton Property – Section 26, Town of Ashippun – Planning, Development and Parks Committee.
2. Ordinance No. 939 – Amend Land Use Code – David Lauersdorf Trust Property- Section 11, Town of Lebanon – Planning, Development and Parks Committee.

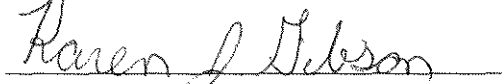
Ordinances on File

1. Ordinance No. 940 – Create Section 1.39 – Public Records Committee of the Code of Ordinances, Dodge County, Wisconsin – Executive Committee.
2. Ordinance No. 941 - Amend Chapter 1 – General Government, of the Code of Ordinances, Dodge County, Wisconsin, to Repeal and Recreate Section 1.33 Records Schedule – Executive Committee.

Exhibits A and B are on file in the Office of the County Clerk and may be viewed there during normal business hours.

Set Next Meeting Date & Time

Recess



Karen J. Gibson, Dodge County Clerk

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Dodge County Clerk's Office at (920) 386-3600, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. The building entrance which is accessible by a person with a disability is located on the east side of the building off of Miller Street.

Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board, and the Board does not endorse the religious beliefs or views of this, or any other speaker.

Dodge County Board of Supervisors
March 17, 2015 – 7:00 p.m.
Administration Building - Juneau, Wisconsin

The March session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:00 p.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance with the exception of Supervisors Adelmeyer, Behl and Fabisch who had previously asked to be excused.

A motion was made by Supervisor Mattson and seconded by Supervisor Schraufnagel to approve the minutes of the February 17, 2015, session of the County Board as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

Communications on File

Karen J. Gibson, County Clerk, reported there were no communications on file.

Special Orders of Business

Chairman Kottke called the First Special Order of Business: Confirm appointments made by County Administrator, James Mielke. Appoint Tracy Barilani and Ann Falkinham to fill vacancies on the Community Options Planning Committee. A motion to accept the appointments was made by Supervisor Maly and seconded by Supervisor Grebel. The motion passed by acclamation with no negative votes cast, thereby approving the appointments.

Mr. Mielke re-appointed James Houchin, Glenn Stousland and Gilbert Falkenthal to the Human Services and Health Board for a three year term commencing on April 15, 2015 to April 15, 2018, both inclusive. A motion to accept the re-appointments was made by Supervisor Hoelzel and seconded by Supervisor Duchac. The motion passed by acclamation with no negative votes cast, thereby approving the re-appointments.

Chairman Kottke called upon Judge Joseph Sciascia, Dodge County Drainage Board members Leonard Laufenberg, Joseph Roche, and Jeffrey Schmitt, and Attorney Sean Donohue. Judge Sciascia recognized Robert Goetsch, former Drainage Board Chairman, and acknowledged his career achievements. Judge Sciascia and Drainage Board members presented a plaque to Mr. Goetsch and thanked him for his service to Dodge County. Mr. Goetsch acknowledged and thanked several individuals who helped him along his career path.

Chairman Kottke introduced Kati Kindschuh from the Town of Lomira, who is the 2014-2015 Wisconsin State FFA Reporter. Ms. Kindschuh presented on the leadership, education, and career success FFA members and alumni can achieve, as well as the significance FFA can have in communities.

Chairman Kottke called upon Supervisor Miller, Law Enforcement Committee Chair who introduced Sheriff Dale Schmidt and Ruth Otto, Information Technology Director. Sheriff Schmidt, Ms. Otto, and Kevin Nakielski, Database Administrator, gave an informational presentation on the New World Records Management System used in the Dodge County Sheriff's Department. A timeline of events, future

expectations and possible alternatives to the current system were presented to the Board. Questions by Supervisors Grebel, Berres, Gohr, and Mattson were answered by Sheriff Schmidt, Scott Smith, Chief Deputy Sheriff and Supervisor Maly. Comments were made by Supervisors Maly, J. Bobholz, and John Corey, Corporation Counsel.

The following Resolutions, Reports and Ordinance were read by the Clerk and acted upon by the Board:

Resolution No. 14-74 Authorize Purchase of One New 2016 Ford Utility Police Interceptor Vehicle – Executive Committee. A motion for adoption was made by Supervisor Johnson and seconded by Supervisor Schaefer. Comment by Supervisor Gohr. Question by Supervisor Hoelzel answered by Chairman Kottke. The vote was cast with 23 ayes and 7 noes, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, Nelson, J. Bobholz, Marsik, Greshay, Kriewald, Schaefer, Uttke, Muche, Johnson, Schraufnagel, Bischoff, Caine, Houchin, Frohling, Duchac, Nickel, Maly, Miller, Stousland, Derr, Mattson. Total 23.

Noes: M. Bobholz, Grebel, Gohr, Berres, Roesch, Schmidt, Hoelzel. Total 7.

Absent: Adelmeyer, Behl, Fabisch. Total 3.

Resolution No. 14-75 Authorize Completion of Air Barrier Remediation Project – Building Committee. A motion for adoption was made by Supervisor Maly and seconded by Supervisor Caine. Question by Supervisor Grebel answered by Supervisor Mattson. Comment by Supervisor Nickel. The vote was cast with 28 ayes and 2 noes, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Greshay, Kriewald, Schaefer, Uttke, Muche, Johnson, Schraufnagel, Bischoff, Caine, Berres, Houchin, Roesch, Frohling, Schmidt, Duchac, Nickel, Hoelzel, Maly, Miller, Stousland, Derr, Mattson. Total 28.

Noes: Grebel, Gohr. Total 2.

Absent: Adelmeyer, Behl, Fabisch. Total 3.

Resolution No. 14-76 Provide for the Continuation of the Self-Insured Worker's Compensation Program – Human Resources and Labor Negotiations Committee. A motion for adoption was made by Supervisor Frohling and seconded by Supervisor Marsik. Question by Supervisor Berres answered by Supervisor Marsik. Comments by John Corey, Corporation Counsel, Chairman Kottke and Supervisor Greshay. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Report No. 1 Ordinance No. 935 – Amend Land Use Code – David and Joan Siewert Property – Section 28, Town of Trenton - Planning, Development and Parks Committee. A motion for adoption was made by Supervisor Grebel and seconded by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Report.

Report No. 2 Ordinance No. 936 – Amend Land Use Code – Gordon and Laura Bertagnoli Property – Section 27, Town of Leroy – Planning, Development and Parks Committee. A motion for adoption was made by Supervisor Muche and seconded by Supervisor Johnson. Question by Supervisor Stousland answered by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Report.

Ordinance No. 1 Ordinance No. 937 – An Ordinance to Amend Section 5.01, Organization, Chapter 5, Law Enforcement, of the Code of Ordinances – Law Enforcement Committee. A motion for

adoption was made by Supervisor Miller and seconded by Supervisor Derr. Question by Supervisor Schmidt answered by Sheriff Schmidt. The vote was cast with 29 ayes and 1 no, thereby adopting the Ordinance.

Ayes: Pollesch, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Grebel, Greshay, Kriewald, Schaefer, Uttke, Muche, Gohr, Johnson, Schraufnagel, Bischoff, Caine, Berres, Houchin, Roesch, Frohling, Schmidt, Duchac, Nickel, Hoelzel, Maly, Miller, Stousland, Derr. Total 29.

No: Mattson. Total 1.

Absent: Adelmeyer, Behl, Fabisch. Total 3.

The Clerk noted the following had been placed on the Supervisor's desks: Memo from James Mielke, County Administrator, Memo from Joe Rains, Human Resources Director, Law Enforcement News (LENS), 2014 Demographic and Land Use Trends, and 2014 Board of Adjustment Annual Report. The Chairman ordered these be placed on file.

Chairman Kottke called upon Scott Smith, Chief Deputy Sheriff who announced that Lieutenant Brian Drumm had been named the Midwest Regions National Officer of the year. Chairman Kottke and the Board congratulated Lieutenant Drumm.

At 8:46 p.m. Supervisor Maly made a motion to adjourn Sine Die. Supervisor Mattson seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman. Chairman Kottke stated the first meeting of the next session of the Dodge County Board of Supervisors would be held on Tuesday, April 21, 2015 at 9:00 a.m. starting with a school bus tour of a few county owned properties, followed by lunch in the auditorium, and continuation of the meeting in the County Board room.

Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the undersigned Committee has determined that the Rules Of Order Governing The County Board Of Supervisors Of Dodge County, WI for the period of time commencing on April 15, 2014, and ending on April 19, 2016, both inclusive, should be amended;

SO, NOW, THEREFORE, BE IT RESOLVED, that effective immediately the Rules Of Order Governing The County Board Of Supervisors Of Dodge County, WI for the period of time commencing on April 15, 2014, and ending on April 19, 2016, both inclusive, shall be amended as follows:

1. The paragraph pertaining to the Taxation Committee shall be amended to read as follows:

Taxation Committee

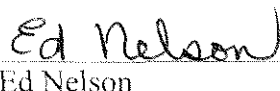
The Taxation Committee shall be comprised of ~~four (4)~~ **five (5)** Board members; ~~one of which shall be an alternate member.~~ The ~~four (4)~~ **five (5)** members shall be appointed by the Chairman and confirmed by the Board. ~~The alternate member shall act, with full power, only when a member of the Taxation Committee abstains from voting because of a conflict of interest or when a member is absent.~~ The committee shall: review foreclosure of tax liens by action in rem; appraise all parcels of ~~land~~ **real estate** acquired by Judgment of Foreclosure Of Tax Lien in in rem actions pursuant to Wis. Stats. §75.521; authorize the publication of a list of appraised values for the purpose of soliciting bids on parcels of ~~land~~ **real estate** to be sold; open all bids and accept or reject them; and, authorize the Dodge County Clerk to issue Quit Claim Deeds to successful bidders. Pursuant to the provisions of Wis. Stats. § 75.69, the Board designates the Taxation Committee as the committee that is authorized to: review and approve the sales of parcels of real estate for amounts that are less than the appraised values of the parcels of real estate; accept bids for the sale of parcels of real estate that are less than the highest bids; and, prepare written statements, available for public inspection, that explain the reasons for accepting bids for the sale of parcels of real estate that are less than the highest bids.

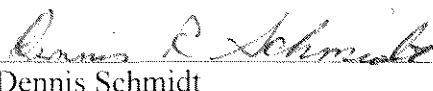
All of which is respectfully submitted this 21st day of April, 2015.

Dodge County Taxation Committee:


Jeff Berres


Rodger Mattson


Ed Nelson


Dennis Schmidt

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2015 Budget? X Yes or 4 No

Fiscal Impact on the adopted 2015 Budget:

\$ 1000

Fiscal Impact reviewed by the Dodge County Finance Committee on 4/14, 2015.

David Frohling
David Frohling, Chairman
Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling: X Aye _____ No _____ Abstain _____ Absent from Meeting

Wayne Uttke: X Aye _____ No _____ Abstain _____ Absent from Meeting

Phillip Gohr: X Aye _____ No _____ Abstain _____ Absent from Meeting

Gerald Adelmeyer: _____ Aye _____ No _____ Abstain X Absent from Meeting

Thomas J. Schaefer: X Aye _____ No _____ Abstain _____ Absent from Meeting

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
MEMBERS,

WHEREAS, the Dodge County Health Facilities Committee has studied and analyzed staffing needs at Clearview; and,

WHEREAS, as a result of these studies and analyses, the Health Facilities Committee has formed the considered conclusion that one vacant, funded, 0.5 full-time equivalent, benefited position of *Payroll Specialist* at Clearview should be abolished and that one new, full-time, benefited position of *Accounting Specialist - Accounts Receivable* at Clearview should be created, effective May 1, 2015; and,

WHEREAS, a job description for the position of *Payroll Specialist* has been marked for identification as Exhibit "A" and has been attached hereto; and,

WHEREAS, a job description for the proposed position of *Accounting Specialist - Accounts Receivable* has been marked for identification as Exhibit "B" and has been attached hereto; and,

WHEREAS, there are monies available in the 2015 Budget of Clearview sufficient to fund the proposed position of *Accounting Specialist - Accounts Receivable* during the period of time commencing on May 1, 2015, and ending on December 31, 2015, both inclusive;

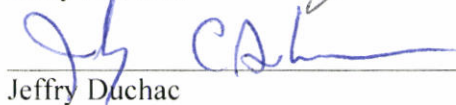
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes one vacant, funded, 0.5 full-time equivalent, benefited position of *Payroll Specialist*, and hereby creates one new, full-time, benefited position of *Accounting Specialist - Accounts Receivable* at Clearview, effective May 1, 2015; and,

BE IT FINALLY RESOLVED, that monies from the 2015 Budget of Clearview shall be used to fund the position of *Accounting Specialist - Accounts Receivable* during the period of time commencing on May 1, 2015, and ending on December 31, 2015, both inclusive.


All of which is respectfully submitted this 21st day of April, 2015.

Dodge County Health Facilities Committee:


Larry Bischoff


Jeffry Duchac


Thomas J. Schaefer


John Fabisch


Lisa Derr

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2015 Budget? X Yes or No

Fiscal Impact on the adopted 2015 Budget:

\$ -0-

Fiscal Impact reviewed by the Dodge County Finance Committee on 4/14 , 2015.

David Frohling

David Frohling, Chairman
Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling: X Aye No Abstain Absent from Meeting

Wayne Uttke: X Aye No Abstain Absent from Meeting

Phillip Gohr: X Aye No Abstain Absent from Meeting

Gerald Adelmeyer: Aye No Abstain X Absent from Meeting

Thomas J. Schaefer: X Aye No Abstain Absent from Meeting

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$14.74 - \$20.21

JOB TITLE:	Payroll Specialist	FLSA STATUS:	Non-exempt
DEPARTMENT:	Financial Services	REPORTS TO:	Director Financial Services
LOCATION:	Clearview	DATE:	July 28, 1998
LABOR GRADE:	Dodge County Three (3)	REVISED:	01/01/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Director Financial Services, prepares payroll, personnel and general administrative records. Provides training for new staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares and distributes bi-weekly payroll.
2. Updates/maintains computer programs and records relating to payroll.
3. Takes the lead in maintaining payroll deadlines.
4. Gathers and compiles payroll/personnel data and prepares special reports.
5. Responds to employee questions regarding payroll calculations and related personnel data.
6. Provide additional office support as required or assigned.
7. Participates in resident and facility emergencies.
8. Functions as a member of the team and participates in the household concept.
9. Attends all mandatory in-services.
10. Represents Clearview in a positive and professional manner at all times at work.
11. Regular attendance and punctuality required.
12. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and respect for residents rights.
 Considerable knowledge of bookkeeping principles/procedures and modern office methods/practices.
 Thorough knowledge of current Federal and State Labor Laws.
 Knowledge of Business English and spelling.
 Ability to efficiently and accurately operate computer, printers and other related equipment.
 Ability to accurately enter data into computer.
 Ability to do mathematical calculations for accurate record keeping and preparation of reports.
 Ability to consistently apply payroll policies and procedures.
 Ability to understand and effectively carry out instructions.
 Ability to maintain confidentiality.
 Ability to communicate effectively, establishing/maintaining public and working relationships, and answer inquiries with tact and courtesy.
 Ability to work independently and without direct supervision.
 Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, completion of vocational/technical training in bookkeeping or related area, two (2) years payroll processing experience, and knowledge of automated accounting and spreadsheets required. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered. Must be certified as a Feeding Assistant or become certified within orientation period.

WORKING CONDITIONS

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$14.74 - \$20.21

JOB TITLE:	Accounting Specialist - Accounts Receivable	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Administration	REPORTS TO:	Director of Financial
LOCATION:	Clearview	DATE:	August 10, 1999
LABOR GRADE:	Dodge County Three (3)	REVISED:	3/16/15

OVERALL PURPOSE/SUMMARY

Under the general direction of Director of Financial Services, prepares and maintains financial records. Performs third party billing and benefit checking.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains bookkeeping records by ensuring accurate data entry.
2. Controls/safeguards resident cash funds.
3. Receives payments, issues receipts and record payments.
4. Provides information regarding department activities or policies in response to telephone/TDD or personal inquiries.
5. May compile, verify, write and analyze periodic reports and statements.
6. Prepares and submits Medicare, Medicaid and third party billing statements.
7. Runs, analyzes and submits private pay billing statements.
8. Compiles and verifies resident account information.
9. Enters financial data to computerized records, journals and ledgers.
10. Contacts insurance companies for billing follow-up.
11. Refunds overpayments.
12. Regular attendance and punctuality required.
13. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern accounting theory and practice.
 Knowledge and experience in revenue cycle management.
 Knowledge of modern office practices/procedures.
 Ability to prepare complete accounting reports and statements.
 Ability to operate/maintain computer terminals, printers, and other equipment.
 Ability to accurately enter data/information into computer software.
 Ability to multi-task and pay attention to details.
 Ability to understand and effectively carry out instructions.
 Ability to establish and maintain effective public and working relationships.

EDUCATION AND EXPERIENCE

Two (2) year Associate's degree in accounting and two (2) years bookkeeping or accounting experience using computer equipment, or equivalent combination of education and experience which provides necessary knowledge, skills, and abilities.

WORKING CONDITIONS

Office environment.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

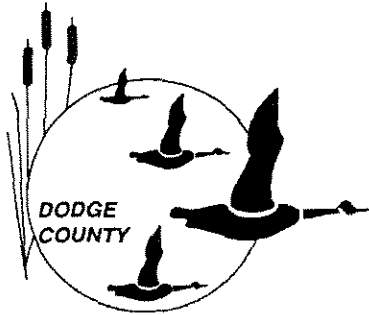
EMPLOYEE SIGNATURE:
 DATE:
 SUPERVISOR SIGNATURE:
 DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
 DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

To: County Board Supervisors
From: Jim Mielke
Date: April 14, 2015

Re: County Board Resolution 15-3 Operational Review – Baker Tilly Proposal

Resolution 15-3 was adopted by the Executive Committee on April 6th. Heather Acker, CPA and Baker Tilly Partner attended the meeting to present the proposal and answer questions from the Committee. Based on discussion by the Executive Committee, project oversight will be performed jointly by the Executive and Finance Committee. The original proposal has been updated to incorporate the joint oversight. Ms. Acker will attend the April 21st County Board meeting to answer your questions related to the proposal.

In addition to the Resolution, the following information is attached:

- Firm Overview – Baker Tilly
- Operational Review Projects Summary Portage County
- Resume – Heather S. Acker
- Johnson Block Memo Regarding Additional Audit Procedures – Human Service & Health for 2014 Budget.

A copy of the Portage County Operational Audit of the Procurement Function – April 24, 2012 is on file with the Clerk's Office and is viewable in person or it can be sent electronically. The report document is 45 pages in length.

Earlier today (April 14th) the Finance Committee reviewed the Johnson Block memo regarding the March 12th discussion related to expanding the audit procedures for 2014 related to Human Service & Health. Jim Block and Kevin Krysinski attended the Committee meeting. The Finance Committee authorized the expanded procedures by a vote of 4-0. (Supervisor Adelmeyer was excused). It should be noted that the Johnson Block audit team is scheduled to be on site the week of April 20th to finalize their field work related to the general county audit. At this time it is anticipated the Finance Committee will be reviewing the 2014 Financial Statements (general county audit) at the July Committee meeting which is tentatively scheduled for Tuesday the 14th.

RESOLUTION NO. 15-3

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, recently, James Mielke, Dodge County Administrator, solicited a proposal from Baker Tilly Virchow Krause, LLP, 10 Terrace Court, Madison, Wisconsin (Baker Tilly), to provide consulting services to perform an Operational Review of the Dodge County Human Services and Health Department during calendar year 2015, and additional County departments in future years; and,

WHEREAS, on March 24, 2015, Administrator Mielke received a proposal from Baker Tilly for consulting services to perform an Operational Review of the Dodge County Human Services and Health Department during calendar year 2015, at a total cost not to exceed \$30,000, and additional County departments in future years at additional costs (The Baker Tilly proposal), a copy of which proposal has been marked for identification as Exhibit "A" and has been attached hereto; and,

WHEREAS, the Dodge County Executive Committee has reviewed and studied the Baker Tilly proposal and conferred in person with Heather S. Acker, CPA, of Baker Tilly, who will serve as the Project Partner for this proposed engagement, at a meeting of the Executive Committee that was held on April 6, 2015, and has formed the considered conclusion that it is in the best interests of Dodge County to approve and accept the Baker Tilly proposal; and,

WHEREAS, no funds have been budgeted in the 2015 Dodge County Budget to pay for the proposed consulting services that Baker Tilly will provide to Dodge County in performing an Operational Review of the Human Services and Health Department during calendar year 2015; and,

WHEREAS, there are funds in Business Unit 100.3429, Unassigned General Fund, available for transfer and sufficient to pay for the proposed Operational Review consulting services to be provided to Dodge County by Baker Tilly in calendar year 2015;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and approves the purchase of Operational Review consulting services from Baker Tilly Virchow Krause, LLP, 10 Terrace Court, Madison, Wisconsin (Baker Tilly), as set forth in the proposal, dated March 24, 2015, submitted to Dodge County by Baker Tilly (the Baker Tilly proposal), a copy of which proposal has been marked for identification as Exhibit "A" and has been attached hereto; and,

BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Chairman of the Dodge County Board of Supervisors, the Dodge County Clerk, and the Dodge County Corporation Counsel to execute those documents that are necessary to complete the purchase of consulting services from Baker Tilly as set forth in the Baker Tilly proposal; and,

BE IT FURTHER RESOLVED, that the Dodge County Finance Director is hereby authorized and directed to transfer the sum of \$30,000 from Business Unit 100.3429, Unassigned General Fund, to Business Unit 1305, Independent Auditing, Account No. .5219.131, Financial Procedures Review; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of invoices properly approved by the Dodge County Finance Director, in a total amount not to exceed \$30,000, representing the purchase from Baker Tilly of consulting services to perform an Operational Review of the Dodge County Human Services and Health Department in calendar year 2015, the County Clerk is hereby authorized to draw orders upon the Dodge County Treasurer for payment of such invoices, and that funds for payment of such invoices shall be taken from Business Unit 1305, Independent Auditing, Account No. .5219.131, Financial Procedures Review.

All of which is respectfully submitted this 21st day of April, 2015.

Dodge County Executive Committee:

Russell Kottke
Russell Kottke

Harold Johnson
Harold Johnson

Donna Maly
Donna Maly

Joseph M. Marsik
Joseph M. Marsik

Mary Ann Miller
Mary Ann Miller

Jeff Berres
Jeff Berres

David Frohling
David Frohling

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2015 Budget? _____ Yes or X No

Fiscal Impact on the adopted 2015 Budget:

\$ 30000

Fiscal Impact reviewed by the Dodge County Finance Committee on 4/1/15, 2015.

David Frohling
David Frohling, Chairman
Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling:	<u>X</u> Aye	_____ No	_____ Abstain	_____ Absent from Meeting
Wayne Uttke:	<u>X</u> Aye	_____ No	_____ Abstain	_____ Absent from Meeting
Phillip Gohr:	<u>X</u> Aye	_____ No	_____ Abstain	_____ Absent from Meeting
Gerald Adelmeyer:	_____ Aye	_____ No	_____ Abstain	<u>X</u> Absent from Meeting
Thomas J. Schaefer:	<u>X</u> Aye	_____ No	_____ Abstain	_____ Absent from Meeting



Baker Tilly Virchow Krause, LLP
Ten Terrace Ct, PO Box 7398
Madison, WI 53707-7398
tel 608 249 6622
fax 608 249 8532
bakertilly.com

April 13, 2015

Mr. James Mielke, County Administrator
Dodge County
127 E. Oak Street
Juneau, WI 53039

Dear Mr. Mielke:

Baker Tilly Virchow Krause, LLP ("Baker Tilly", "Contractor") appreciates the opportunity to be of service to Dodge County, Wisconsin ("County", "Client") in conducting annual operational reviews of County departments. This engagement letter outlines the terms of our proposal to perform an Operational Review of the Department of Human Services during 2015, and additional County departments in future years. It sets forth a Contractual Agreement for Baker Tilly to conduct these services on behalf of Dodge County. This work will be performed based on our discussions with you, and direction from the County Board Chair and Finance Committee Chair.

Project Scope and Approach

The objective of this project is to assist the County with an independent assessment of the financial operations of the county department. This assessment will be designed to identify opportunities to:

- > Strengthen internal controls
- > Reduce risk
- > Improve efficiency in operations

Confirm Project Scope

In determining specifically which financial activities to include in the scope of each department review, input will be gathered from meetings with the following individuals and committees, as relevant to the project: Executive Committee, County Administrator, County Board Chair, Finance Committee Chair, County Finance Director, the Department Head, and others we may determine are relevant to the process. The Dodge County Executive and Finance Committees will be considered the project oversight committees.

We will conduct a kickoff meeting with the Executive Committee and others determined to be relevant to the project to further understand the risks faced by the department from their perspective and how these risks affect the overall strategic and operational objectives of the County. We will then conduct a kickoff meeting with the Department Head and other department personnel to identify the risks and concerns facing their department operations and gather input on the financial activities of the department. The outcome of these meetings will be the specific identification of which of the department's activities will be in scope for analyzing internal controls and operational efficiency enhancements.

Exhibit "A"

Mr. James Mielke, County Administrator
Dodge County

April 13, 2015
Page 2

Common areas of evaluation include:

- > Revenue transactions – including billing, collecting, and reconciling activities
- > Expenditure transactions – including initiation of a purchase through receipt of goods and services and disbursement approval
- > Payroll cycle transactions
- > Recording and collecting of amounts due from other governments
- > Inventory tracking and accounting
- > Capital asset tracking and accounting
- > Bank account reconciliation activities
- > Other general ledger account reconciliation activities
- > Effective use of technology
- > Maintenance and accounting records

Review Current Policies, Procedures, and Compliance Requirements

Based upon the confirmed project scope, Baker Tilly will review previously documented policies and operating procedures.

Identify High Improvement Opportunity Areas

After gaining an understanding of the current approach, we will compare policies, practices and procedures to best practices. This review will result in identification of opportunities for enhanced control, improved accuracy, reduced effort and improved use of technology.

Document Processes and Controls

For those High Opportunity areas, we will further document the key processes and controls in place, and evaluate and document the specific modifications recommended. Controls documentation will include staff structure and financial and system controls. As a part of the process and controls documentation phase, we will take into account any planned changes in process or controls that have previously been identified by management.

As part of gaining our understanding and documenting the current state of internal controls, we will perform process and controls walk-throughs consisting of following a single transaction through the entire process. To complete the walk-through, key process owners will be interviewed. In addition, we will collect documentation as evidence of the performance of controls identified.

Evaluate Results and Report

Upon completion of the steps outlined above, Baker Tilly will prepare a report, including supporting documentation collected as a result of the procedures performed. The report includes a summary of observations and findings including:

- > Executive summary and scope
- > Detailed observations and findings
- > Summary of high improvement opportunity areas
- > Roadmap for sequencing and prioritizing improvements

Our report will be discussed with management, revisions made as appropriate, and a final report developed for presentation to the Executive Committee or County Board (as determined by the County).

Mr. James Mielke, County Administrator
Dodge County

April 13, 2015
Page 3

Project Timing

We will commence the project in a mutually agreed upon timeframe and anticipate each department review will take approximately three to four months to complete (from initial project kickoff meeting to final report presentation). The tentative project timing for the 2015 Department of Human Services review will be a project kickoff in May or June 2015, project fieldwork during the summer, and a final report completed by early fall. The specific project timeline will be finalized with project oversight team upon project kickoff.

Project Investment

The projected investment for this project is an amount not to exceed \$30,000 for the Department of Human Services to be completed in 2015. This includes all Baker Tilly professional time and out of pocket costs.

Additionally, these fees and our project timeline assume that appropriate staff and officials will be available and that information will be provided within the specified timeframes.

If at any time during the project we identify new information that changes the potential project scope or timing, we will communicate that information to the project oversight team.

We would expect to continue to perform our services under the arrangements outlined in this engagement letter from year to year, unless for some reason you or we find that some changes is necessary.

Communication of Other Matters

This project is not designed to seek to identify fraud or illegal acts. However, while not an objective of this engagement, should we identify any information that we believe could be indicative of fraud or illegal acts, we will promptly bring those to the attention of the Executive Committee.

Baker Tilly Project Management

Heather Acker will serve as the Project Partner for this engagement. Baker Tilly has identified three managers who may be involved in the project. The specific manager identification will be matched to the project need and their similar experience. We will also utilize staff and senior accountants and consultants during the project. Resumes of the project partner and managers are included in this engagement letter.

Client Project Management

The County Administrator will serve as County's project manager. The County agrees to:

- > Designate a management-level individual to be responsible and accountable for overseeing this project
- > Establish and monitor the performance of the project to ensure that it meets the County's objectives
- > Make any decisions that involve management functions related to this project
- > Evaluate the adequacy of the services performed and any findings that result

If there are any questions regarding the engagement letter, please feel free to contact Heather Acker, Project Partner, at 608 240 2391. If the services outlined herein are in accordance with your requirements, and if the above terms are acceptable, please have one copy of this letter signed in the space provided below and on the attached standard business terms and return it to us at:

Baker Tilly Virchow Krause, LLP
Ten Terrace Court
Madison, WI 53707

Mr. James Mielke, County Administrator
Dodge County

April 13, 2015
Page 4

We look forward to working with you on this project.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP

Baker Tilly Virchow Krause, LLP

The services and terms set forth in the Engagement Letter are agreed to by:

Name

Title

Signature

Date

Firm overview



Candor. Insight. Results.

About Baker Tilly

Baker Tilly Virchow Krause, LLP is one of the oldest and largest certified public accounting and consulting firms in the US. As an independent member of Baker Tilly International, the world's 8th largest network of accounting firms, we bring you access to market-specific knowledge in 133 countries.

Baker Tilly originated in 1931 with a commitment to deliver innovative financial solutions and solid business strategies to our clients. We believe that an accounting firm should complement the business style it is serving. Our approach balances solid financial know-how with a talent for innovation and creativity. This "can do" philosophy has resulted in our position as one of the industry's most progressive and respected accounting firms.

Our clients

Our clients are both privately held and publicly traded companies, and occupy all stages of development—from start-ups and family-run businesses to international corporations. They choose Baker Tilly because of our depth of experience, comprehensive service offerings, and commitment to their success.

Many of the businesses we serve are closely held entities. A large part of our practice consists of providing tax and consulting services such as estate planning, succession planning, and owner buy/sell consultation to closely held companies.

Worldwide network affiliation

Baker Tilly is an independent member of Baker Tilly International, a global network of high quality, independent accounting and business services firms. All Baker Tilly members are committed to providing the best possible service to their clients, in their own marketplaces and across the world, wherever help is needed. All firms within the network adhere to the same high quality standards and share skills, resources, and expertise to create best practices.

Our firm is able to call upon member firms around the world to provide you with local expertise in any overseas marketplace. This membership provides access to the resources and talent of hundreds of highly respected, independently owned accounting and consulting firms worldwide.

Exceptional Client Service

In today's environment, people want help with decisions and they want to rely on someone they trust. This is the cornerstone of our profession and one from which Baker Tilly will not deviate.

"Delivering refreshing candor and clear industry insight" is not merely a position statement displayed on the wall. We take this commitment very seriously and strive to develop and nurture relationships with our clients that are proactive, helpful, responsive, knowledgeable, business and industry focused, and valuable. Each Baker Tilly associate is responsible for delivering the high level of service we feel you deserve.

Baker Tilly has embraced the core strategy of delivering exceptional client service in everything we do. You deserve nothing less. Value is created by focusing on your needs and delivering services with the highest level of responsiveness, integrity, confidentiality, and attentiveness.

Defining integrity.

The commitments we make and the promises we keep define our integrity. Trust is the most important outcome of integrity. It defines the relationship as we connect with our clients.

Firm overview



BAKER TILLY

Candor. Insight. Results.

Consulting approach

Baker Tilly provides independent needs based consulting on a relationship basis for a variety of clients. Needs based consulting means we focus on your business needs and challenges, and work with you toward achieving your long-term goals. Baker Tilly has made a significant investment in professionals who have the background and training to add value to our clients. We are not in the business of selling the latest consulting product or management technique. Rather, we work with you to tailor our methodologies and to develop real solutions to further your success.

We believe in a team approach that combines our technical and industry specialists with the people who know your organization best—you and your employees.

Independence, integrity, objectivity

Professionalism in the accounting industry means independence, integrity, and objectivity. This is accomplished through unwavering adherence to professional standards and the associated laws and regulations. This includes withstanding all pressures, competitive and other, which could compromise our principles, standards, and quality.

We have developed our own policies and procedures in order to provide reasonable assurance that every audit, tax, and accounting engagement will be completed in accordance with the highest standards the public and our clients expect us to meet. We have numerous stages of review before a finished product is issued. You can rely on our work—our reputation stands behind it.

We are members of the Center for Public Company Audit Firms and the Private Companies Practice Section of the American Institute of Certified Public Accountants (AICPA). As members of these organizations, we have agreed to subject our auditing policies and procedures to an independent outside review, which is required every three years. Our most recent peer review was successfully completed in September 2012. In addition to the external peer review, we perform annual internal office inspections. This ensures that we are maintaining our quality at the highest possible standards.

Baker Tilly's auditing procedures and work papers are in full compliance with the applicable federal and state guidelines. Because of the large volume of audits we do every year, our work papers and procedures often undergo review by regulatory agencies.

In addition, Baker Tilly is registered with the Public Company Accounting Oversight Board (PCAOB), a private-sector, not-for-profit Corporation, created by the Sarbanes-Oxley Act of 2002, to oversee the auditors of public companies in order to protect the interests of investors and further the public interest in the preparation of informative, fair, and independent audit reports. The PCAOB inspects all registered firms at least once in each three-year cycle. Baker Tilly completed its most recent review in 2012.

Baker Tilly Chairman and CEO Tim Christen served on the AICPA Board of Directors (governing body of the AICPA). Kim Tredinnick, partner and member of the firm's risk management group, currently serves on the AICPA's Auditing Standards Board, the National Association of State Board of Accountancy, the AICPA's Technical Standards Sub-Committee, and holds the position of vice-chair of the Wisconsin Examining Board. In addition, several Baker Tilly partners have served in various positions with the AICPA, including roles on the joint Trial Board and the Professional Ethics Executive Committee Technical Standards Subcommittee.

Comprehensive services.

Our size and experience make a wide array of expertise and knowledge readily available to your management team.

bakertilly.com

An independent member of Baker Tilly International

Operational Review Projects Summary Portage County



Executive summary - Highway Department - 2010

Portage County selected Baker Tilly to conduct an independent assessment of the Highway Department's operations, internal controls, and compliance with policies and procedures of its financial operational environment to strengthen internal controls, enhance operational effectiveness, and reduce risk.

Our report contained our assessment of areas where current internal could be improved and 35 recommendations that are designed to help the County detect and avoid potential financial management errors and fraud. We reviewed four main areas of financial management, documented the Highway Department's current process flows across a total of 17 key processes, and developed recommendations associated with each:

- > Procurement processes (10 recommendations)
- > Inventory (11 recommendations)
- > Costing and billing (5 recommendations)
- > Receivables and cash handling (9 recommendations and 2 options)

Executive summary - Procurement - 2011-2012

Portage County selected Baker Tilly to conduct an independent assessment of the County's Procurement operations, internal controls, and compliance with policies and procedures of its operational environment in order to strengthen the process, internal controls, enhance operational effectiveness, and reduce risk.

Our report contained our assessment of areas where current internal controls can be improved and 28 recommendations that are designed to help the county strengthen its current process, enhance cost effectiveness of operations, and standardize the processes of the individual departments utilize to procure goods. The following areas of the procurement process were reviewed:

- > Purchasing thresholds and tools utilized
- > Sole source purchasing
- > Purchasing process
- > Technology
- > Ethics

The objective of this project was to assist the County with an independent assessment of the procurement function including internal controls, adoption of best practice policies and procedures, and efficiency in managing procurement activities. The specific areas reviewed included:

- > Central and department level procurement control structure
- > Staffing levels and approaches
- > PCard issues
- > Professional services/contract management
- > Vendor management
- > Master contracting and large impact purchasing

Executive summary - Treasurer's Office - 2013

Portage County selected Baker Tilly to conduct and Operational Audit of the County's Office of the Treasurer. The report contained our assessment of observations and opportunities for improvement with 10 recommendations that are designed to help the county strengthen its current processes, enhance cost effectiveness of operations, and standardize Treasury processes. The following areas of the Office of the Treasurer were reviewed:

- > Cash handling process for monies received
- > Tax bill preparation
- > Tax disbursements
- > Foreclosures for delinquent tax
- > Recording of real estate

Operational Review Projects Summary

Portage County



The objective of this project was to assist the County with an independent assessment of the County Treasury function including a review of the following primary functions of a County Treasurer:

- > Managing County funds received - receipting and accounting for monies received from taxpayers, departments and government agencies; disbursing monies due to employees, vendors, taxing jurisdictions and taxpayers
- > Treasury management - coordination of county investments and investment policy
- > Administering property tax laws and collection of property taxes
- > Maintaining tax billing and collection history records

Executive summary - Clerk of Courts - In Process

Portage County selected Baker Tilly Virchow Krause, LLP to conduct an Operational Review of the Clerk of Courts, a department of Portage County. The report contained our observations and recommendations that were designed to help the County strengthen its current processes, implement additional internal controls, and enhance cost effectiveness of operations where identified. Our detailed report was arranged based upon financial process flow. The following areas of the Clerk of Courts were reviewed:

- > Receipting collections and write-offs
- > Payment plans
- > Disbursements
- > Day-end closing procedures
- > Month-end and quarterly closing procedures
- > Year-end financial reporting
- > Child support revenue
- > Unclaimed funds
- > Warrants and suspensions
- > Guardian ad litem
- > General items noted

The objective of this project was to assist the county with an independent assessment of the Clerk of Courts function including a review of the following primary functions in this department:

- > Managing County funds received - receipting and accounting for monies received and entered into the Consolidated Court Automation Program (CCAP) and the County's financial management system
- > Records management - maintenance, archival and disbursement of court records
- > General administration related to overseeing accounts receivable and records management
- > Technology

The intent of this review was to provide a roadmap to the County for use in enhancing controls, improving efficiency, maximizing revenue and reducing risk.



Resume



Heather S. Acker, CPA

Partner

Madison 608 240 2374 | Chicago 312 729 8188

heather.acker@bakertilly.com

Heather Acker, partner in the state and local government group, has been with Baker Tilly Virchow Krause, LLP since 1997. She specializes in serving the financial needs of state and local government clients. Heather has experience with numerous types of financial and compliance audits including A-133 single audits. She has also helped many municipalities implement various Governmental Accounting Standards Board (GASB) pronouncements.

Specific experience

- > Partner-in-charge of the financial audits of numerous municipalities and counties
- > Partner-in-charge of single audits in accordance with OMB Circular A-133
- > Reviews and provides technical assistance to local governments in preparing Comprehensive Annual Financial Reports that receive the GFOA certificate
- > Provides Tax Incremental Financing (TIF), Business Improvement District (BID), and Special Service Area (SSA) auditing, reporting, and consulting services
- > Presents financial and audit reports to local government boards and committees
- > Provides GASB strategic planning and implementation services to clients
- > Provides guidance on accounting policies and procedures to improve the operation of the accounting function and strengthen internal controls
- > Provides a variety of accounting and budgeting assistance to municipalities
- > Member of the Baker Tilly firmwide Assurance Steering Committee
- > Chair of the Baker Tilly single audit accounting and auditing committee
- > Oversees coordination of firmwide single audit training and annual audit program updates
- > Licensed CPA in Illinois and Wisconsin



Resume, continued

Industry involvement

- > American Institute of Certified Public Accountants (AICPA)
- > AICPA Government Audit Quality Center (GAQC) Executive Committee (2012–present)
- > AICPA State and Local Government Expert Panel (2009–2012)
- > AICPA Government Accounting and Auditing Conference Committee (2013–present)
- > Government Finance Officers Association (GFOA)
- > GFOA Special Report Review Committee
- > Wisconsin Institute of Certified Public Accountants (WICPA)
- > Illinois Government Finance Officers Association (IGFOA)
- > Wisconsin Government Finance Officers Association (WGFOA)
- > Speaks at national and regional industry conferences
- > Authors published articles on municipal accounting issues
- > Recognized contributor to:
 - AICPA “State and Local Government Audit Guide”
 - AICPA “Government Auditing Standards and A-133 Audit Guide”
 - AICPA “State and Local Government Audit Risk Alert”
 - AICPA “Government Auditing Standards and A-133 Audit Risk Alert”
 - AICPA “State and Local Governments Illustrative Financial Statements”
- > Oversees the Baker Tilly local government client webinars

Education

University of Wisconsin–Madison
Bachelor of Business Administration in Accounting

Relevant continuing education

- > AICPA national annual Governmental and Nonprofit Training Program (GNTP), speaker
- > AICPA national Governmental Accounting and Auditing Conference (GAAC), speaker
- > Government Financial Officers Association (GFOA) national conferences, speaker
- > AICPA Governmental Audit Quality Center (GAQC) annual webcast updates, speaker
- > AICPA “Single Audit Roundtable” sessions
- > Generally Accepted Government Auditing Standards (Yellow Book) training
- > Accounting and auditing updates (Baker Tilly)
- > Public sector single audit training (Baker Tilly)
- > “IT Risk Assessment Standards (RAS) Training for Auditors” (Baker Tilly)
- > “HIPAA Privacy and Security for Professional Service Providers” (Baker Tilly)
- > “Independence: Historical Insights and Today’s Rules” (Becker Professional Education)
- > “Common Fraud Schemes in Government” (Baker Tilly)



Certified Public Accountants

406 Science Drive, Suite 100 ▲ Madison, Wisconsin 53711-1097 ▲ TEL 608-274-2002 ▲ FAX 608-274-4320

Dodge County
Jim Mielke, County Administrator
127 E. Oak Street
Juneau Wisconsin 53039

Based on the concerns of board members discussed between you and Jim Block on March 12, 2015, we believe that we should expand our planned audit procedures at Dodge County Department of Human Services. The additional procedures will include, but not be limited, to the following:

1. Review 2014 budget to actual comparisons at the program and line item level of detail with an emphasis on areas with budget overruns.
2. Make inquiries of staff at DHS and Finance about variances from budget and other operational issues.
3. Make inquiries of county management and board supervisors about their concerns regarding DHS.
4. Conduct further tests of selected transactions for compliance with county policies and state requirements.
5. Report to the Dodge County Finance Committee on the results of these additional audit procedures.

The cost of these additional procedures will depend on the time required to complete them. We estimate the cost at between \$1,500 and 2,000. We will inform you if we encounter problems and if we expect that our fees will exceed these amounts.

If you have any questions, please feel free to contact me.

A handwritten signature in cursive script that reads 'Kevin Krynski'.

Kevin Krynski, CPA Partner
Johnson Block & Company, Inc.



Dodge County

Land Resources & Parks Department

127 East Oak Street · Juneau, WI 53039-1329
PHONE: (920) 386-3700 · FAX: (920) 386-3979
EMAIL: dplanning@co.dodge.wi.us

PARKS &
TRAILS
DIVISION

TO: Dodge County Board of Supervisors

FROM: Bill Ehlenbeck: Parks & Trails Manager
Nate Olson: Senior Planner

DATE: April 13, 2015

RE: Resolution to adopt County Parks, Outdoor Recreation and Open Space Plan

On your April Board Meeting agenda is a resolution for adoption of the County Parks, Outdoor Recreation and Open Space Plan. This plan is an update of the last plan which was adopted in 2004. The 2004 plan expired for State recreation grant eligibility purposes this past December. Two grant applications are currently being prepared for submission in May, thus adoption of an updated plan is necessary to receive funding.

Nate Olson and I have coordinated efforts to write this plan which will keep Dodge County eligible for State recreation grants and help guide future park development for the next 5-10 years. This plan does not commit any funds nor commit the County to any specific project. Rather it identifies potential projects and helps guide future park improvements and developments in addition to keeping the identified projects eligible for grant funding.

The use of public input through a survey, an informational meeting and contacts with park visitors was a main driver in the development of the plan recommendations. The General Recommendations begin on page 40 and are followed by a fairly comprehensive listing of specific recommendations by County Park. Based on data showing that walking/hiking is the #1 recreational activity in Dodge County and Wisconsin, particular emphasis was placed on trail related recommendations. Some type of trail improvement is recommended at each park. Improvements range from simple signage installations to trail rehabilitation to building more trails to address the needs and demands of Dodge County residents. Additionally, the primary new initiative identified in this plan is the Gold Star Memorial Trail (page 49) which has been a focus for the past year and a half.

In addition to the recommendations section, I would like to call your attention specifically to pages 32-34 for a summary of the public input survey results. The full survey data, including comments are found in Appendix 3 at the end of the plan and provides valuable information and insights.

A copy of the plan will be on file in the Clerk's office and the Land Resources and Parks Department office for viewing during office hours. A full copy of the plan can be printed for you upon request.

Additionally, the entire plan can be viewed or downloaded online at www.dodgeparks.com (the parks page of the Land Resources and Parks Department webpage).

Should you have any questions that Nate or I can address prior to the County Board meeting, please feel free to stop in to see us in the Land Resources and Parks Department, call us at 920-386-3700 or email us at nolson@co.dodge.wi.us or behlenbeck@co.dodge.wi.us.

Resolution # 15-4

TO THE HONORABLE BOARD OF SUPERVISORS, DODGE COUNTY, WISCONSIN

WHEREAS, there is a need to update the Parks, Outdoor Recreation and Open Space Plan for Dodge County in order to provide an inventory of recreational resources, an analysis of demand and options for meeting this demand; and,

WHEREAS, it is necessary to encourage the protection of recreational resources and provide for recreational facilities in Dodge County; and,

WHEREAS, to become eligible for state and federal grant-in-aid programs, it is necessary to adopt the updated Parks, Outdoor Recreation and Open Space Plan for Dodge County; and,

WHEREAS, a copy of the proposed Parks, Outdoor Recreation and Open Space Plan is on file in the office of the Dodge County Clerk office and the Dodge County Land Resources and Parks office and may be viewed there during normal business hours.

THEREFORE, BE IT RESOLVED, that the Parks, Outdoor Recreation and Open Space Plan 2015 of Dodge County, Wisconsin, a copy of which is attached hereto and marked "Exhibit A" be and hereby is approved and adopted by the Dodge County Board of Supervisors, pursuant to Section 59.97(3)(d) of the Wisconsin Statutes.

Respectfully submitted this 21st day of April, 2015.

Tom Schaefer
Allen Behl
Randy Gubel
Jan M. [unclear]
Janice K. Bohrer
DODGE COUNTY PLANNING,
DEVELOPMENT AND PARKS
COMMITTEE

RESOLUTION # 15-5

TO THE HONORABLE BOARD OF SUPERVISORS
OF DODGE COUNTY, WISCONSIN

WHEREAS, Dodge County, a corporate body under the laws of the State of Wisconsin, has adopted a Comprehensive Zoning Ordinance which is full force and effect; and

WHEREAS, the Town Board of the Town of Lowell has amended the Town of Lowell Zoning Ordinance, the power to adopt and amend the Zoning Ordinance having been granted pursuant to Section 60.62, Wisconsin Statutes, which grants Towns authorized to exercise village powers the ability to adopt and amend a Zoning Ordinance under Section 61.35 and Section 62.23, Wisconsin Statutes; and

WHEREAS, pursuant to Section 60.62(3), Wisconsin Statutes, the amendment of a Town Zoning Ordinance by a Town Board is subject to approval of the County Board in counties having a Comprehensive Zoning Ordinance in full force and effect; and

WHEREAS, public meetings regarding the proposed amendments to the Town of Lowell Zoning Ordinance were held before the Lowell Plan Commission on December 2, 2014; and

WHEREAS, the proposed amendments to the Town of Lowell Zoning Ordinance were presented before the Lowell Town Board on December 9, 2014, and

WHEREAS, the proposed amendments to the Town of Lowell Zoning Ordinance were adopted by the Lowell Town Board on March 10, 2015;

THEREFORE, BE IT RESOLVED, that the amendments to the Town of Lowell Zoning Ordinance as represented by "Exhibit A" attached hereto and made a part of this Resolution be and hereby are APPROVED, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 21st day of April, 2015.

Chester Cuine, County Supervisor

REPORT to Res. 15-5

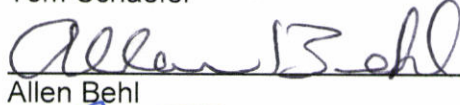
TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of the Town of Lowell requesting amendment of the Zoning Ordinance, Town of Lowell, Dodge County, Wisconsin, as represented by Exhibits A through F for the purpose of updating the regulations in the Zoning Ordinance and recommend approval of the resolution for this petition.


The committee has reviewed the petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed code amendments appear to be consistent with the Town's Comprehensive Plan.

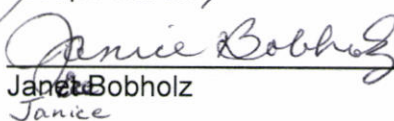
Respectfully submitted this 6th day of April, 2015


Tom Schaefer


Allen Behl


Randy Grebel


Joseph Marsik


Janice Bobholz
Janice

Planning, Development and Parks
Committee

EXHIBIT "A"

Town of Lowell Zoning Code Amendment

Section 13-1-46 is amended to read as follows where words that are underlined are to be added and words that are ~~stricken~~ are to be deleted:

Sec. 13-1-46 AG-I General Agricultural District.

- (a) Purpose and Characteristics. The AG-I General Agricultural District is intended to provide for, maintain, preserve, and enhance agricultural lands historically utilized for crop production and maintain the existing rural character.
- (b) Permitted Uses.
 - (1) Dairy farming (limited to operations with less than 500 animal units; see Section 13-1-7).
 - (2) Floriculture and florists.
 - (3) Forestry.
 - (4) Grazing and pasturing.
 - (5) Greenhouses and plant nurseries.
 - (6) Fish Hatcheries.
 - (7) Fur farms.
 - (8) Horticulture.
 - (9) Livestock raising (limited to operations with less than 500 animal units; see Section 13-1-7).
 - (10) Orchards and vineyards.
 - (11) Paddocks and stables.
 - (12) Poultry raising (limited to operations with less than 500 animal units; see Section 13-1-7).
 - (13) Essential services for farming.
 - (14) Single family dwelling residences and necessary appurtenant structures on any operating farm for occupancy by those employed in connection with the farm operation and their families at a density not to exceed one (1) dwelling unit per thirty-five (35) acres.
 - (15) Minor Home occupations and professional home offices (see Section 13-1-72).
 - (16) Accessory Dwelling Unit (attached) subject to the provisions of 13-1-77.

- c. Rear Yard: ~~Ten (10) Twenty-five (25)~~ feet.
 - (6) Setbacks for Secondary Agricultural Structures (non residential).
 - a. Street Yard: Seventy-five (75) feet unless otherwise specified in Section 13-1-24 due to the highway classification whichever is greater.
 - b. Side Yard: ~~Ten (10) Twenty-five (25)~~ feet.
 - c. Rear Yard: ~~Ten (10) Twenty-five (25)~~ feet.
- (e) Farmette Regulations. A farmette is a small farm containing pre-existing farm buildings that is at least five (5) acres in size created by a land division usually because of a farm consolidation. A farmette is intended to be used for hobby farm or other small-scale agricultural uses.
 - (1) Lot Size.
 - a. Minimum: Five (5) acres.
 - b. Maximum: to be determined by the Plan Commission but not to exceed fifteen (15) acres based on the suitability of the land and existing buildings for the intended use and the required setbacks surrounding the existing buildings deemed necessary by the Plan Commission to buffer adjacent uses and parcels.
 - (2) Lot Width.
 - a. Minimum: None.
 - (3) Agriculture Structure Height.
 - a. Minimum: None.
 - (4) Residential Structure Height.
 - a. Maximum: Thirty-five (35) feet.
 - (5) Minimum Setbacks.
 - a. Street Yard: Seventy-five (75) feet unless otherwise specified in Section 13-1-24 due to the highway classification whichever is greater.
 - b. Side Yard: ~~Ten (10) Twenty-five (25)~~ feet.
 - c. Rear Yard: ~~Ten (10) Twenty-five (25)~~ feet.
- (f) Animal Unit Restrictions. Unless otherwise specifically allowed or restricted as part of a conditional use permit, variance or previously existing as a legal non-conforming use prior to January 1, 2010, the number of animal units (see "animal unit" definition in Section 13-1-7) allowed to be kept on a parcel of land shall be limited as follows:
 - (1) Parcel <= 3 acres: One (1) animal unit.
 - (2) Parcel 3 to 15 acres: One (1) animal unit for the first three (3) acres plus one (1) additional animal unit per each additional acre.
 - (3) Parcel >15 acres: No limit.

(c) Conditional Uses.

- (1) Aircraft landing fields and hangars (see Section 13-1-73).
- (2) Commercial greenhouse, landscape and nursery business.
- (3) Sanitary landfill that serves the needs of Town residents.
- (4) Duplexes (two-family dwellings) and necessary appurtenant structures on any operating farm for occupancy by those employed in connection with the farm operation and their families subject to the provisions of the RC-1 district.
- (5) Farm machinery repair businesses.
- (6) Governmental and cultural uses (see Section 13-1-73).
- (7) Utilities (see Section 13-1-73).
- (8) Gravel pits and quarries, but not including the manufacture of products other than the production of crushed stone, gravel or sand (see Section 13-1-74).
- (9) Dog kennels and horse boarding (see Section 13-1-76).
- (10) Major Home occupations and professional home offices (see Section 13-1-72).
- (11) Landscape contracting.
- (12) Storing, manufacturing and sale of explosives (limited to such uses existing as of January 1, 2009 and which are deemed to be non-conforming uses subject to Section 13-1-80).
- (13) Agricultural and other compatible uses of existing farm structures.
- (14) Farmettes (see Section 13-1-46(f)).
- (15) Agricultural operations listed as permitted or conditional uses on substandard lots existing prior to the adoption of this ordinance.
- (16) Rifle/shotgun ranges.
- (17) Accessory Dwelling Unit (detached) subject to the provisions of 13-1-77.

(d) AG-1 Site Regulations (Principal Structure).

- (1) Lot Width.
 - a. Minimum: Two hundred fifty (250) feet.
- (2) Lot Size.
 - a. Minimum: Thirty-Five (35) acres. (except lots created under the provisions of the RC-1 Rural Cluster Overlay District).
- (3) Agriculture Structure Height.
 - a. Maximum: None.
- (4) Residential Structure Height.
 - a. Maximum: Thirty-five (35) feet.
- (5) Setbacks for Primary Agricultural Structures.
 - a. Street Yard: Seventy-five (75) feet unless otherwise specified in Section 13-1-24 due to the highway classification whichever is greater.
 - b. Side Yard: Ten (10) Twenty-five (25) feet.

EXHIBIT "B"

Town of Lowell Zoning Code Amendment

Section 13-1-7 is amended to read as follows where words that are underlined are to be added and words that are ~~stricken~~ are to be deleted:

13-1-7 Definitions.

(6a) **Animal Unit.** A unit of measure used to determine the total number of a single animal type or a combination of animals types which are allowed to be kept, fed, confined or stabled on a property located in the RC-1: Rural Cluster Residential Overlay District and AG-1: Agricultural Zoning Districts (but not applicable in the AE: Agricultural Enterprise District), where one (1) animal unit equals the following:

Animal Type	Number of Animals Equal to One (1) Animal Unit
Cattle, Buffalo or other Livestock	1
Horse, Mule or Donkey	1
Pony or Small Horse (<35" at withers)	3
Swine	5
Goat, Sheep, Llama, Alpaca, Emu or Ostrich	5
Poultry	50
Mink, Rabbit or other fur-bearing animals	50

(41) **Dwelling Unit.** One or more rooms in a dwelling, which is designed, occupied, or intended for occupancy as separate living quarters, with an individual entrance, cooking, sleeping and sanitary facilities provided within the dwelling unit for the exclusive use of one (1) household. ~~A building or portion thereof used exclusively for human habitation, including single-family, two-family and multi-family dwellings, but not including hotels, motels or lodging houses.~~

(41b) **Dwelling Unit, Accessory (Attached):** A second dwelling unit including separate kitchen, sleeping and sanitation facilities, and entrance, within or on a lot with a primary residence. The second unit shares one or more common or abutting walls, and is created auxiliary to and is always smaller than the primary residence.

(41c) **Dwelling Unit, Accessory (Detached):** A second dwelling unit including separate kitchen, sleeping, and sanitation facilities, on a lot with a primary residence. The second unit is created auxiliary to and is always smaller than the primary residence.

EXHIBIT "C"

Town of Lowell Zoning Code Amendment

Section 13-1-47 is amended to read as follows where words that are underlined are to be added and words that are ~~stricken~~ are to be deleted:

Sec. 13-1-47 C-I Conservancy Overlay District.

- (a) Purpose and Characteristics. The C-I Conservancy Overlay District is intended to be used to prevent destruction of valuable natural or man-made resources and to protect watercourses and areas that are not adequately drained, or which are subject to periodic flooding, where development would result in hazards to health or safety, or would deplete or destroy natural resources or be otherwise incompatible with the public welfare. The District includes county-designated primary environmental corridors. The C-I District provides for additional uses which are not permitted in the underlying districts but also sets forth additional regulations.
- (b) Permitted Uses.
 - (1) Hiking, fishing, trapping, hunting, swimming, and boating, unless prohibited by other ordinances or laws.
 - (2) Harvesting of wild crops, such as marsh hay, ferns, moss, wild rice, berries, tree fruits and tree seeds, in a manner that is not injurious to the natural reproduction of such crops and that does not involve filling, flooding, draining, dredging, ditching, tiling, or excavating.
 - (3) Silviculture, including the planting, thinning, and harvesting of timber.
 - (4) Pasturing of livestock and the construction and maintenance of fences, provided that no filling, flooding, draining, dredging, ditching, tiling, or excavating is done.
 - (5) Cultivation of agricultural crops if cultivation can be accomplished without filling, flooding, or artificial drainage of the wetland through ditching, tiling, dredging or excavating except that flooding, dike and dam construction, and ditching shall be allowed for the purpose of growing and harvesting cranberries.
 - (6) Ditching, tiling, dredging, excavating, or filling done to maintain or repair an existing agricultural drainage system only to the extent necessary to maintain the level of drainage required to continue the existing agricultural use.
 - (7) Construction and maintenance of piers, docks, walkways, observation decks, and trail bridges, including those buildings on pilings, provided that no filling, flooding, dredging, draining, ditching, tiling, or excavating is done, except limited filling for access ramps.

- (8) Maintenance, repair, replacement, and construction of existing streets, roads, highways, and bridges.
- (c) Conditional Uses. The following public and private recreational facilities shall be conditional uses and may be permitted as specified (provided that the lot area is not less than three (3) acres and all structures are not less than fifty (50) feet from any district boundary):
 - (1) Archery ranges.
 - (2) Boating.
 - (3) Camps.
 - (4) Conservatories.
 - (5) Utilities (see Section 13-1-73).
 - (6) See Section 13-1-75.
 - (7) Rifle/shotgun ranges.
 - (8) Other agricultural use as approved by the Plan Commission that does not significantly destroy or negatively impact the environment and does not include structures in county-designated floodplains.
- (d) Structures Prohibited. No structures shall be placed or moved onto lands lying in the C-I District, except structures not exceeding an area of five hundred (500) square feet which are accessory to principal or conditional uses. Habitable buildings or structures used for dwelling purposes are prohibited.
- ~~(e) Filling and Draining Improvements Prohibited. Except as otherwise provided in this Section, filling, flooding, draining, dredging, ditching, tiling or excavating is prohibited in the C-I District.~~
- (f) Incompatible Uses Prohibited. No on-site soil absorption sanitary sewage system, holding tank, or private well used to obtain water for ultimate human consumption shall be constructed in the C-I District.

EXHIBIT "D"

Town of Lowell Zoning Code Amendment

Section 13-1-49 is amended to read as follows where words that are underlined are to be added and words that are ~~stricken~~ are to be deleted:

13-1-49 AE Agricultural Enterprise District.

- (a) Purpose and Characteristics. The AE Agriculture Enterprise District is intended to preserve and promote a full range of agricultural uses, secure land for livestock production and other agricultural uses that may be more intensive than crop production. The AE District is intended to implement the requirements of and be consistent with Wisconsin's Livestock Facility Siting Law established in Wis. Stats. 93.90 and Wis. Admin. Code ATP 51. The AE District is intended to implement applicable 2020 Comprehensive Plan goals, objectives and policies by encouraging livestock and other agricultural uses in areas where conditions are best suited for these agricultural uses and discourage non-farm residential development to avoid potential land use conflicts. The AE district is generally compatible with the "Agricultural" areas designated on the Future Land Use Plan Map in the 2020 Comprehensive Plan. Due to the more intensive nature of uses allowed, the AE district is not intended to be applied within the "Agricultural Transition" areas designated on the Future Land Use Plan Map in the 2020 Comprehensive Plan.
- (b) Permitted Uses.
 - (1) General Agricultural uses, including: floriculture, forestry, grazing and pasturing, greenhouses, florists, plant nurseries, orchards, hatcheries, horticulture, viticulture.
 - (2) Livestock facilities with less than 500 animal units; see Section 13-1-49(f)(10).
 - (3) Paddocks and stables.
 - (4) Single-family residences and accessory structures thereto for occupancy by those employed in connection with the agricultural operation and their families.
 - (5) Minor Home occupations and professional home offices (see Section 13-1-72).

(c) Conditional Uses.

- (1) Aircraft landing fields and hangers (see Section 13-1-73).
- (2) Livestock facilities and animal confinement facilities with more than 500 animal units (see Section 13-1-49(f)(10) 13-1-73).
- (3) Commercial greenhouse, landscape and nursery business.
- (4) Sanitary landfill that serves the needs of Town residents.
- (5) Governmental and cultural uses (see Section 13-1-73).
- (6) Utilities (see Section 13-1-73).
- (7) Rifle/shotgun ranges.
- (8) Gravel pits and quarries, but not including the manufacture of products other than the production of crushed stone, gravel or sand (see Section 13-1-74).
- (9) Major Home occupations and professional home offices (see Section 13-1-72).
- (10) Agricultural operations listed or permitted as conditional uses herein on substandard lots in existence prior to the adoption of this ordinance.

EXHIBIT "E"

Town of Lowell Zoning Code Amendment

Section 13-1-133 is appealed and replaced to read as follows:

13-1-133 Mobile Service Telecommunication Facilities.

(a) Purpose. The purpose of this ordinance is to regulate by zoning permit (1) the siting and construction of any new mobile service support structure and facilities; (2) with regard to a class 1 collocation, the substantial modification of an existing support structure and mobile service facilities; and (3) with regard to a class 2 collocation, collocation on an existing support structure which does not require the substantial modification of an existing support structure and mobile service facilities.

(b) Definitions. All definitions contained in Wis. Stats. 66.0404(1) are hereby incorporated by reference.

(c) Siting and Construction of any New Mobile Service Communication Support Structure and Facility.

(1) Application Process.

a. A town zoning permit is required for the siting and construction of any new mobile service support structure and facilities. The siting and construction of any new mobile service support structure and facilities is a conditional use in the town obtainable with this permit.

b. A written permit application must be completed by any applicant and submitted to the town. The application must contain the following information:

1. The name and business address of, and the contact individual for, the applicant.
2. The location of the proposed or affected support structure.
3. The location of the proposed mobile service facility.
4. If the application is to substantially modify an existing support structure, a construction plan which describes the proposed modifications to the support structure and the equipment and

network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment associated with the proposed modifications.

5. If the application is to construct a new mobile service support structure, a construction plan which describes the proposed mobile service support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the new mobile service support structure.
 6. If an application is to construct a new mobile service support structure, an explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider.
- c. A permit application will be provided by the town upon request to any applicant.
- d. If an applicant submits to the town an application for a permit to engage in an activity described in this ordinance, which contains all of the information required under this ordinance, the town shall consider the application complete. If the town does not believe that the application is complete, the town shall notify the applicant in writing, within 10 days of receiving the application, that the application is not complete. The written notification shall specify in detail the required information that was incomplete. An applicant may resubmit an application as often as necessary until it is complete.
- e. Within 90 days of its receipt of a complete application, the town shall complete all of the following or the applicant may consider the application approved, except that the applicant and the town may agree in writing to an extension of the 90 day period:
1. Review the application to determine whether it complies with all applicable aspects of the political subdivision's building code and, subject to the limitations in this section, zoning ordinances.

2. Make a final decision whether to approve or disapprove the application.
 3. Notify the applicant, in writing, of its final decision.
 4. If the decision is to disapprove the application, include with the written notification substantial evidence which supports the decision.
- f. The town may disapprove an application if an applicant refuses to evaluate the feasibility of collocation within the applicant's search ring and provide the sworn statement described under paragraph (c)(1)b.6 above.
 - g. If an applicant provides the town with an engineering certification showing that a mobile service support structure, or an existing structure, is designed to collapse within a smaller area than the set back or fall zone area required in a zoning ordinance, that zoning ordinance does not apply to such a structure unless the town provides the applicant with substantial evidence that the engineering certification is flawed.
 - h. The fee for the permit is established by Town Resolution; see the Town Clerk for the current fee schedule.

(d) Class I Collocation.

(1) Application Process

- a. A town zoning permit is required for a class 1 collocation. A class 1 collocation is a conditional use in the town obtainable with this permit.
- b. A written permit application must be completed by any applicant and submitted to the town. The application must contain the following information:
 1. The name and business address of, and the contact individual for, the applicant.
 2. The location of the proposed or affected support structure.
 3. The location of the proposed mobile service facility.
 4. If the application is to substantially modify an existing support structure, a construction plan which describes the proposed modifications to the support structure and the equipment and network components, including antennas, transmitters, receivers,

base stations, power supplies, cabling, and related equipment associated with the proposed modifications.

5. If the application is to construct a new mobile service support structure, a construction plan which describes the proposed mobile service support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the new mobile service support structure.
 6. If an application is to construct a new mobile service support structure, an explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider.
- c. A permit application will be provided by the town upon request to any applicant.
 - d. If an applicant submits to the town an application for a permit to engage in an activity described in this ordinance, which contains all of the information required under this ordinance, the town shall consider the application complete. If the town does not believe that the application is complete, the town shall notify the applicant in writing, within 10 days of receiving the application, that the application is not complete. The written notification shall specify in detail the required information that was incomplete. An applicant may resubmit an application as often as necessary until it is complete.
 - e. Within 90 days of its receipt of a complete application, the town shall complete all of the following or the applicant may consider the application approved, except that the applicant and the town may agree in writing to an extension of the 90 day period:
 1. Review the application to determine whether it complies with all applicable aspects of the political subdivision's building code and, subject to the limitations in this section, zoning ordinances.
 2. Make a final decision whether to approve or disapprove the application.

(a) Notify the applicant, in writing, of its final decision.

(b) If the decision is to disapprove the application, include with the written notification substantial evidence which supports the decision.

f. The town may disapprove an application if an applicant refuses to evaluate the feasibility of collocation within the applicant's search ring and provide the sworn statement described under paragraph (d)(1)b.6. above.

g. If an applicant provides the town with an engineering certification showing that a mobile service support structure, or an existing structure, is designed to collapse within a smaller area than the set back or fall zone area required in a zoning ordinance, that zoning ordinance does not apply to such a structure unless the town provides the applicant with substantial evidence that the engineering certification is flawed.

h. The fee for the permit is established by town resolution; see the town clerk for the current fee schedule.

(e) Class 2 Collocation.

(1) Application Process.

a. A town zoning permit is required for a class 2 collocation. A class 2 collocation is a permitted use in the town but still requires the issuance of the town permit.

b. A written permit application must be completed by any applicant and submitted to the town. The application must contain the following information:

1. The name and business address of, and the contact individual for, the applicant.
2. The location of the proposed or affected support structure.
3. The location of the proposed mobile service facility.

c. A permit application will be provided by the town upon request to any applicant.

d. A class 2 collocation is subject to the same requirements for the issuance of a building permit to which any other type of commercial development or land use development is subject.

- e. If an applicant submits to the town an application for a permit to engage in an activity described in this ordinance, which contains all of the information required under this ordinance, the town shall consider the application complete. If any of the required information is not in the application, the town shall notify the applicant in writing, within 5 days of receiving the application, that the application is not complete. The written notification shall specify in detail the required information that was incomplete. An applicant may resubmit an application as often as necessary until it is complete.
 - f. Within 45 days of its receipt of a complete application, the town shall complete all of the following or the applicant may consider the application approved, except that the applicant and the town may agree in writing to an extension of the 45 day period:
 - 1. Make a final decision whether to approve or disapprove the application.
 - 2. Notify the applicant, in writing, of its final decision.
 - 3. If the application is approved, issue the applicant the relevant permit.
 - 4. If the decision is to disapprove the application, include with the written notification substantial evidence which supports the decision.
 - g. The fee for the permit is established by town resolution; see the town clerk for the current fee schedule.
- (f) Penalty Provision. Any person, partnership, corporation, or other legal entity that fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$100 nor more than \$10,000, plus the applicable surcharges, assessments, and costs for each violation. Each day a violation exists or continues constitutes a separate offense under this ordinance. In addition, the town board may seek injunctive relief from a court of record to enjoin further violations.

EXHIBIT "F"

Town of Lowell Zoning Code Amendment

Section 13-1-77 is created to read as follows:

Sec. 13-1-77 Accessory Dwelling Units (ADU's).

- (a) Intent. Accessory dwelling units (ADU's) are a second dwelling unit located on a property that is intended to be an accessory or secondary use of that property. ADU's are created auxiliary to, and smaller than, the primary dwelling on a property. ADU's can be created in a variety of ways, including conversion of a portion of an existing house, addition to an existing house, conversion of an existing garage or the construction of an entirely new and detached building. ADU's are also known as "mother-in-law suites", "care-giver suites", "guest quarters" and "granny flats".
- (b) Minimum Standards.
 - (1) Property Size. The property upon which an ADU is proposed shall not be less than three (3) acres in area, or, the minimum parcel size required in order to accommodate the ADU and a replacement or expanded septic system.
 - (2) Size. The ADU may have no more than two (2) bedrooms and cannot exceed in size (gross square feet) more than 50% of the total living area (gross square feet) of the primary dwelling or a maximum of 1,000 square feet, whichever is less.
 - (3) Only one ADU will be allowed per property with an existing single-family residence. ADU's are not allowed on lots containing a duplex. A detached ADU will not be allowed on a property containing an existing attached ADU, and, an attached ADU will not be allowed on a property containing a detached ADU.
 - (4) A detached ADU shall be located in a side or rear yard of the property and within 150 feet of the primary dwelling.
 - (5) An ADU cannot be used as a rental unit or property.
 - (6) Attached vs. Detached. The standard for attached versus detached ADUs is as follows:
 - a. Detached buildings. To be considered a detached building, the ADU must be located in the side or rear yard of the property and at least 25 feet behind the primary dwelling.
 - b. Attached buildings. To be considered attached, living space of both the primary dwelling and ADU must abut, i.e. share a common wall, or, be connected by a breezeway, garage, or other enclosed structure constructed on a foundation where the length of the connecting structure cannot exceed twice the width. Features such as trellises, decks, patios, or other

unenclosed structures will not be considered an attached structure.

- (7) A detached ADU shall not be approved unless and until a legal covenant or title notice is recorded on the property which will generally state that the accessory dwelling located on this property may not be sold as a separate residence until such time as the accessory dwelling is located as the sole residence on a legally subdivided parcel. Said covenant shall also contain whatever additional conditions or stipulations are approved by the Town for ADU's requiring a conditional use permit.

RESOLUTION # 15-6

TO THE HONORABLE BOARD OF SUPERVISORS
OF DODGE COUNTY, WISCONSIN

WHEREAS, Dodge County, a corporate body under the laws of the State of Wisconsin, has adopted a Comprehensive Zoning Code which is full force and effect; and

WHEREAS, the Town Board of the Town of Lowell has amended the Town of Lowell Zoning Code, the power to adopt and amend the Zoning Code having been granted pursuant to Section 60.62, Wisconsin Statutes, which grants Towns authorized to exercise village powers the ability to adopt and amend a Zoning Code under Section 61.35 and Section 62.23, Wisconsin Statutes; and

WHEREAS, pursuant to Section 60.62(3), Wisconsin Statutes, the amendment of a Town Zoning Code by a Town Board is subject to approval of the County Board in counties having a Comprehensive Zoning Code in full force and effect; and

WHEREAS, a public hearing of the proposed amendment to the Town of Lowell Zoning Code was held before the Lowell Town Board on December 9, 2014; and

WHEREAS, the proposed amendment to the Town of Lowell Zoning Code was adopted by Ordinance by the Lowell Town Board on December 9, 2014, as set forth and attached hereto as "Exhibit A";

THEREFORE, BE IT RESOLVED, that the amendment to the Town of Lowell Zoning Code as represented by "Exhibit A" attached hereto and made a part of this Resolution be and hereby are APPROVED, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 21st day of April, 2015.



Chester Caine, County Supervisor

REPORT to Res. 15-6

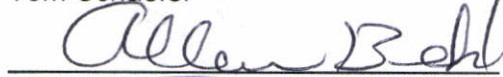
TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS


We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Charles and Jeanne Neis Trust requesting amendment of the Zoning Ordinance, Town of Lowell, Dodge County, Wisconsin, to rezone approximately 25-acres of land from an AG1 General Agricultural Zoning District to an RC1 Rural Cluster Residential Zoning District in part of the SW ¼, NE ¼, Section 12, T10N, R14E, Town of Lowell, for the purpose of creating a non-farm residential lot and recommend approval of the resolution submitted by the Town of Lowell for this rezoning petition.

The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with both the Town's and the County's Comprehensive Plan as the site is designated as general agriculture which may allow for limited residential development.


Respectfully submitted this 6th day of April, 2015


Tom Schaefer


Allen Behl


Randy Grebel

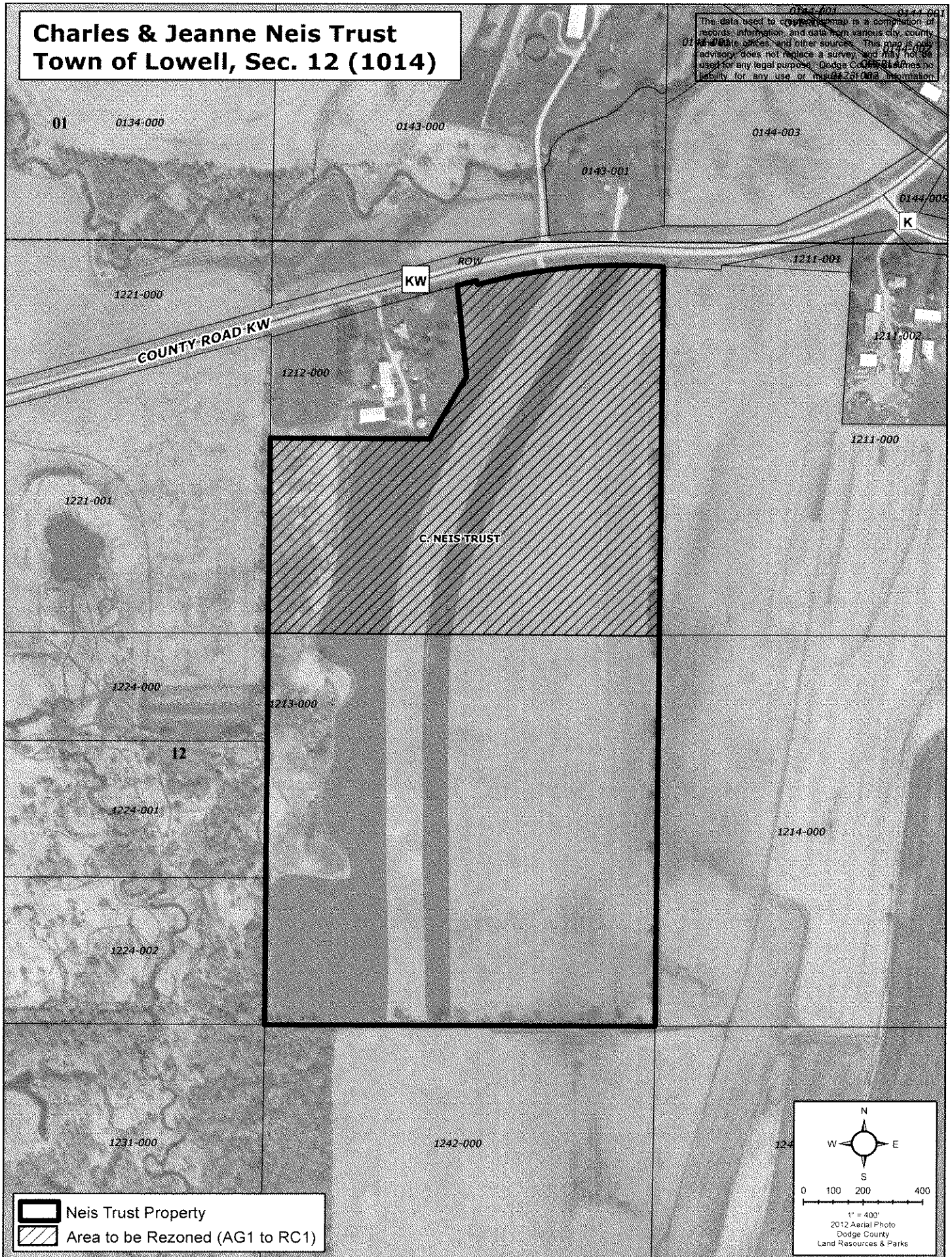

Joseph Marsik


Janice Bobholz

Planning, Development and Parks
Committee

Charles & Jeanne Neis Trust Town of Lowell, Sec. 12 (1014)

The data used to create this map is a compilation of records, information, and data from various city, county, and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purposes. Dodge County does not assume any liability for any use or misuse of this information.



RESOLUTION # 15-7

TO THE HONORABLE BOARD OF SUPERVISORS
OF DODGE COUNTY, WISCONSIN

WHEREAS, Dodge County, a corporate body under the laws of the State of Wisconsin, has adopted a Comprehensive Zoning Code which is full force and effect; and

WHEREAS, the Town Board of the Town of Lowell has amended the Town of Lowell Zoning Code, the power to adopt and amend the Zoning Code having been granted pursuant to Section 60.62, Wisconsin Statutes, which grants Towns authorized to exercise village powers the ability to adopt and amend a Zoning Code under Section 61.35 and Section 62.23, Wisconsin Statutes; and

WHEREAS, pursuant to Section 60.62(3), Wisconsin Statutes, the amendment of a Town Zoning Code by a Town Board is subject to approval of the County Board in counties having a Comprehensive Zoning Code in full force and effect; and

WHEREAS, a public hearing of the proposed amendment to the Town of Lowell Zoning Code was held before the Lowell Town Board on February 3, 2015; and

WHEREAS, the proposed amendment to the Town of Lowell Zoning Code was adopted by Ordinance by the Lowell Town Board on February 10, 2015, as set forth and attached hereto as "Exhibit A";

THEREFORE, BE IT RESOLVED, that the amendment to the Town of Lowell Zoning Code as represented by "Exhibit A" attached hereto and made a part of this Resolution be and hereby are APPROVED, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 21st day of April, 2015.



Chester Caine, County Supervisor

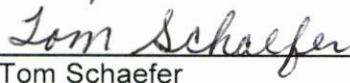
REPORT to Res. 15-7

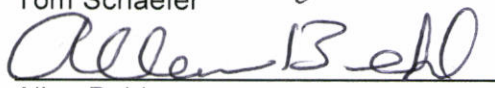
TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Blaine and Carol Priebusch requesting amendment of the Zoning Ordinance, Town of Lowell, Dodge County, Wisconsin, to rezone approximately 25-acres of land from an AG1 General Agricultural Zoning District to an RC1 Rural Cluster Residential Zoning District in part of the SW ¼, NE ¼, Section 30, T10N, R14E, Town of Lowell for the purpose of creating a non-farm residential lot and recommend approval of the resolution submitted by the Town of Lowell for this rezoning petition.

The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with both the Town's and the County's Comprehensive Plan as the site is designated as general agriculture which may allow for limited residential development.

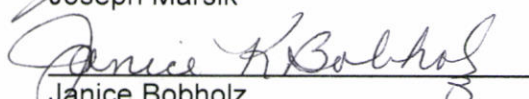
Respectfully submitted this 6th day of April, 2015


Tom Schaefer


Allen Behl


Randy Grebel

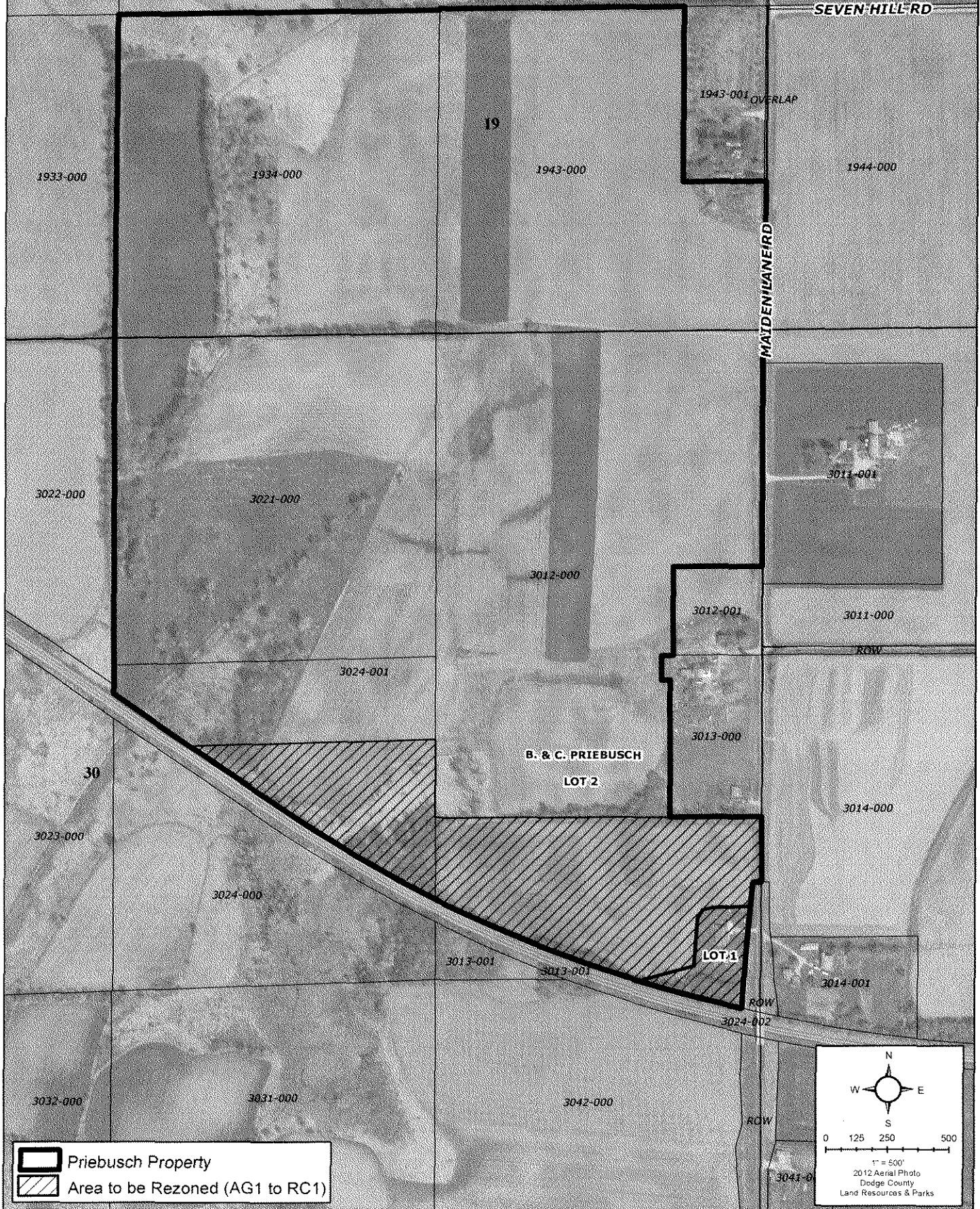

Joseph Marsik


Janice Bobholz

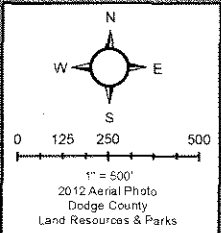
Planning, Development and Parks
Committee

Blaine & Carol Priebusch **Town of Lowell, Sec. 30 (1014)**

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.



Priebusch Property
Area to be Rezoned (AG1 to RC1)



RESOLUTION NO. 15-8

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, Dodge County, Wisconsin, is the owner in fee for highway purposes, of four vacant lots located in the City of Fox Lake, Dodge County, Wisconsin (four vacant lots); and,

WHEREAS, a legal description of the four vacant lots is as follows:

Lot 1, Lot 2, Lot 3, and Lot 4 of Dodge County Certified Survey Map No. 5966, as recorded in the Office of the Register of Deeds in and for Dodge County, Wisconsin, on July 11, 2006, at 1:52 P.M., in Volume 40 of Certified Survey Maps at Pages 55, 56, and 57, as Document No. 1073045; and,

WHEREAS, a copy of Dodge County Certified Survey Map No. 5966 has been attached hereto as Exhibit "A"; and,

WHEREAS, the Dodge County Highway Committee has determined that the four vacant lots are no longer necessary for Dodge County's use for highway purposes, and requests and recommends that the Dodge County Board of Supervisors also determine that the four vacant lots are no longer necessary for Dodge County's use for highway purposes; and,

WHEREAS, the Highway Committee has offered the four vacant lots for sale to the public by sealed bids; and,

WHEREAS, the Highway Committee received one written sealed bid, which was submitted by Dale Paul and Laura Helmer, in the amount of \$17,777, and has accepted the written bid from Dale Paul and Laura Helmer; and,

WHEREAS, copies of the bidding documents are on file in the Office of the County Clerk and may be viewed there during normal business hours; and,

WHEREAS, the Highway Committee recommends that the Dodge County Board of Supervisors authorize and approve the sale of the four vacant lots by the Highway Committee on behalf of Dodge County;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

1. *Authorizes and approves the sale by the Dodge County Highway Committee, on behalf of Dodge County, to Dale Paul and Laura Helmer, at a purchase price of \$17,777, of the four vacant lots located in the City of Fox Lake, Dodge County, Wisconsin. (four vacant lots) which are legally described as follows:*

Lot 1, Lot 2, Lot 3, and Lot 4 of Dodge County Certified Survey Map No. 5966, as recorded in the Office of the Register of Deeds in and for Dodge County, Wisconsin, on July 11, 2006, at 1:52 P.M., in Volume 40 of Certified Survey Maps at Pages 55, 56, and 57, as Document No. 1073045; and,

2. Determines that the four vacant lots are no longer necessary for Dodge County's use for highway purposes;
3. Authorizes and directs the Dodge County Clerk to convey the four vacant lots to Dale Paul and Laura Helmer, by Quit Claim Deed; and,
4. Authorizes and directs the Chairman of the Dodge County Board of Supervisors, the County Clerk, and the Dodge County Corporation Counsel to execute those documents that are necessary to sell the four vacant lots to Dale Paul and Laura Helmer; and,


BE IT FINALLY RESOLVED, that the Dodge County Treasurer shall deposit the proceeds of sale in Dodge County Highway Department Business Unit 3281, Capital Asset Acquisition, Account No. .4833.08, Highway Auction Sales.

All of which is respectfully submitted this 21st day of April, 2015.

Dodge County Highway Committee:



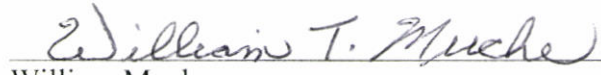
Harold Johnson




Chester Caine



Randy Grebel



William Muehe



Jeff Berres

Chris Planasch

CHRIS PLANASCH - Registrar
Fee Amount: \$15.00



DODGE COUNTY CERTIFIED SURVEY
MAP # 5966

A RESURVEY OF LOT 1 CSM #3832 BEING
LOCATED IN PART OF THE NW 1/4 OF THE NW 1/4
AND PART OF THE SW 1/4 OF THE NW 1/4
SECTION 36, TOWN 13 NORTH, RANGE 13 EAST,
CITY OF FOX LAKE, DODGE COUNTY, WISCONSIN.

OWNER: Dodge County
127 East Oak Street
Juneau WI 53039

These lots shall not
be further subdivided.

Total Area
65340 sq. ft.
1.500 acres

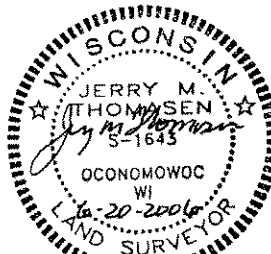
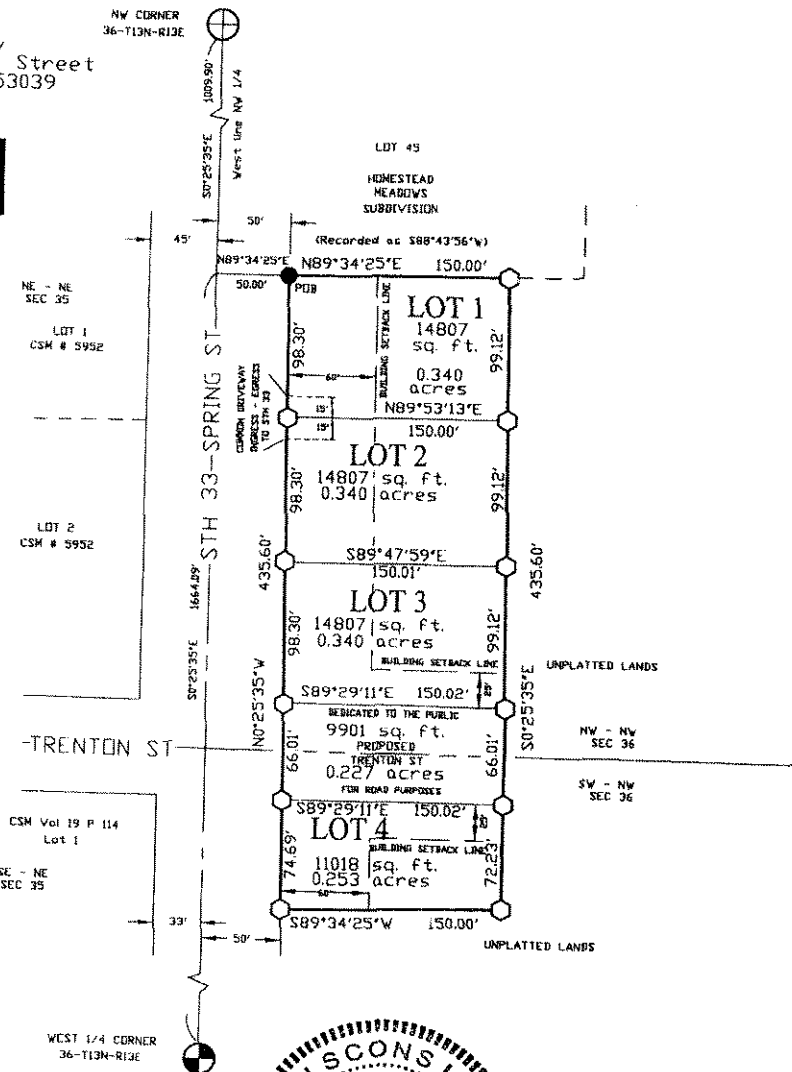
Bearings referenced to the
Dodge County Coordinate System.



SCALE: 1" = 100'

LEGEND

- ⊕ Berntsen cast aluminum monument found
- ⊗ Accessory referenced
- 3/4" x 18" Rebar placed
- 1 1/4" x 24" Rebar found



DODGE COUNTY CERTIFIED SURVEY MAP NO. 5966

SURVEYORS CERTIFICATE

STATE OF WISCONSIN)
) ss
COUNTY OF DODGE)

I, Jerry M. Thomsen, Wisconsin Registered Land Surveyor, by order of Brian Field-Dodge County Highway Commissioner, hereby certify that I have resurveyed and divided Lot 1 CSM #3832 being located in part of the NW ¼ of the NW ¼ and part of the SW ¼ of the NW ¼, Section 36, Town 13 North, Range 13 East, City of Fox Lake, Dodge County, Wisconsin, more particularly described as follows:

Commencing at the at the NW corner of Section 36, T.13N, R.13E;

Thence S0°25'35"E, along the west line of said Section 36 and the centerline of Spring Street (STH 33), 1009.90 feet;

Thence N89°34'25"E, 50.00 feet to the easterly right-of-way line of said Spring Street and the point of beginning;

Thence continuing N89°34'25"E, along the south line of Homestead Meadow's Subdivision, 150.00 feet;

Thence S00°25'35"E, 435.60 feet;

Thence S89°34'25"W, 150.00 feet to the said easterly right-of-way line of Spring Street;

Thence N00°25'35"W, along the said easterly right-of-way line of Spring Street, 435.60 feet to the point of beginning.

Said Parcel contains 65340 square feet or 1.500 acres more or less.

I also certify that I have complied with the provisions of Chapter 236 of the revised Wisconsin Statutes and the City of Fox Lake Subdivision Control Ordinance in surveying, dividing and mapping the same. I also certify that the accompanying map is a true and correct representation of the exterior boundaries according to the official records, to the best of my knowledge and belief.

Dated June 20, 2006

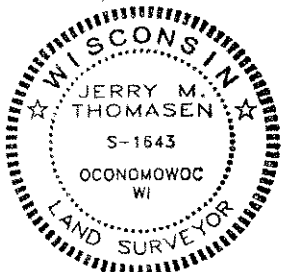
Jerry M. Thomas

Jerry M. Thomasen
Senior Land Surveyor-Dodge County
127 E Oak Street
Juneau, WI 53039

APPROVED this 5th day of July, 2006
By the City of Fox Lake, Wisconsin

Susan B. Hollnagel
City Clerk of Fox Lake

City Clerk of Fox Lake



TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
MEMBERS,

WHEREAS, the undersigned members of the Dodge County Board of Supervisors request and recommend that the Dodge County Board of Supervisors cause: 1) an in-depth audit to be made of the financial transactions, financial statements, accounts payable, accounts receivable, accounting records, and budgets, of Clearview, the Dodge County Highway Department, the Dodge County Human Services and Health Department, and the Dodge County Sheriff's Office, for fiscal years 2013 and 2014; 2) A written report of the conclusions and recommendations of the audit to be made; and, 3) a written report of the conclusions and recommendations of the audit to be transmitted to the Dodge County Board of Supervisors and the Dodge County Finance Committee;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Finance Committee is hereby authorized and directed to:

1. Prepare a request for proposals for a qualified individual or public accounting business to: A) Make an in-depth audit (audit) of the financial transactions, financial statements, accounts payable, accounts receivable, accounting records, accounting practices, accounting rules, payroll system practices and budgets, of Clearview, the Dodge County Highway Department, the Dodge County Human Services and Health Department, and the Dodge County Sheriff's Office, for fiscal years 2013 and 2014; B) Make a written report of the conclusions and recommendations of the audit; and, C) Transmit a copy of the written report of the conclusions and recommendations of the audit to the Dodge County Board of Supervisors and the Dodge County Finance Committee; and,
2. Advertise and otherwise distribute widely the request for proposals in manners that are likely to give notice of the request for proposals to qualified individuals and public accounting businesses;
3. Review and analyze all proposals that the Finance Committee will receive in response to the request for proposals;
4. Determine which proposal is most advantageous to Dodge County; and,
5. Make a written report to the Dodge County Board of Supervisors, setting forth:
 - A. A summary description of the actions taken by the Finance Committee pursuant to Paragraphs 1 through 4, above;
 - B. A recommendation setting forth the name and address of the individual or business that should: i) Make the audit; ii) Make a written report of the conclusions and recommendations of the audit; and, iii) Transmit a copy of the written report of the conclusions and recommendations of the audit to the Dodge County Board of Supervisors and the Finance Committee;

- C. The scope of work included in the audit, a timetable for the beginning and conclusion of the audit, and the cost of the audit; and,
- D. A recommendation regarding the source of funds that should be used to pay the cost of the audit (Unassigned General Fund, Contingent Appropriation, Sales and Use Tax Receipts, or some other source or sources).

All of which is respectfully submitted this 21st day of April, 2015.



Janice Bobholz, Supervisor

Dodge County Supervisory District No. 5



Dennis R. Schmidt

Mary Bobholz

Wayne M. Gifford



Mark Roesch

Clara Hoelzel

Theresa Hunsicker

Rodger Mattson

RESOLUTION NO. 15-10

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Building Committee has considered the equipment needs of the Henry Dodge Office Building and has determined that it is necessary to purchase a new air cooled glycol chiller (chiller); and,

WHEREAS, the Dodge County Physical Facilities Maintenance Department (Maintenance Department) has solicited bids for the purchase of a new chiller, and has received four bids; and,

WHEREAS, the bid documents are on file in the Maintenance Department and may be viewed there during normal business hours; and,

WHEREAS, Focus On Energy will pay an energy efficiency incentive to Dodge County, the amount of which energy efficiency incentive will depend on the particular new chiller that Dodge County will purchase; and,

WHEREAS, a summary of the four bids that were received is set forth in a document that is entitled *Summary of Bids Received*, which has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, it is the recommendation of the Dodge County Building Committee that Dodge County purchase a new Daikin brand chiller from Masters Building Solutions, 3912 N. Providence Avenue, Suite A, Appleton, Wisconsin, at a purchase price of \$109,800; and,

WHEREAS, there are funds available in the 2015 Budget of the Maintenance Department in Business Unit 1905, Henry Dodge Office Building, Account No. .5829, Other Capital Improvements, and sufficient to pay for the new Daikin brand chiller at a purchase price in the amount of \$109,800;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby approves and accepts the bid from Masters Building Solutions, 3912 N. Providence Avenue, Suite A, Appleton, Wisconsin, for the purchase of a new Daikin brand air cooled glycol chiller (chiller), in the amount of \$109,800; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of an invoice properly approved by the Dodge County Physical Facilities Director in a total amount not to exceed \$109,800, representing the purchase of a new Daikin brand chiller from Masters Building Solutions, at a purchase price of \$109,800, the County Clerk is authorized to issue an order upon the Dodge County Treasurer for payment of such invoice, and that funds for payment of such invoice shall be taken from Business Unit 1905, Henry Dodge Office Building, Account No. .5829, Other Capital Improvements.

All of which is respectfully submitted this 21st day of April, 2015.

Dodge County Building Committee:

Rodger Mattson
Rodger Mattson

Chester Caine

Dennis Schmidt
Dennis Schmidt

Mark Roesch

Thomas Nickel

FISCAL NOTE: Is the referenced expenditure included in the adopted 2015 Budget? _____ Yes or _____ No Fiscal Impact on the adopted 2015 Budget: \$ _____ Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2015. _____ David Frohling, Chairman Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling:	_____ Aye	_____ No	_____ Abstain	_____ Absent from Meeting
Wayne Uttke:	_____ Aye	_____ No	_____ Abstain	_____ Absent from Meeting
Phillip Gohr:	_____ Aye	_____ No	_____ Abstain	_____ Absent from Meeting
Gerald Adelmeyer:	_____ Aye	_____ No	_____ Abstain	_____ Absent from Meeting
Thomas J. Schaefer:	_____ Aye	_____ No	_____ Abstain	_____ Absent from Meeting

Summary of Bids Received

BIDDER	BRAND OF CHILLER	BID AMOUNT
Temperature Systems, Inc. 5001 Voges Road Madison, WI 53718	Carrier	\$108,500
Masters Building Solutions 3912 N. Providence Avenue, Suite A Appleton, WI 54913	Daikin	\$109,800
Johnson Controls, Inc. 10201 Innovation Drive, Suite 300 Milwaukee, WI 53226	York	\$116,880
Trane U.S., Inc. 234 West Florida Street, 6 th Floor Milwaukee, WI 53204	Trane	\$143,500

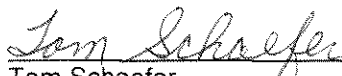
REPORT 1

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We, the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Dana Kelton requesting amendment of the Land Use Code, Dodge County, Wisconsin, to rezone approximately 0.3-acres of land from a C-1 Commercial Zoning District to a C-2 Extensive Commercial Zoning District in the SW ¼, NE ¼, Section 26, Town of Ashippun, for the purpose of establishing a home based garden center and gift shop at this location and recommend adoption of the attached ordinance.

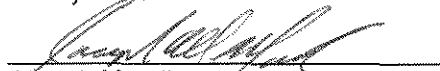
The committee has reviewed and considered the facts presented in the application and received at the public hearing and finds that the criteria listed in Section 2.3.4.I of the Dodge County Land Use Code can be met for this proposal. The committee finds that the proposal is consistent with the Dodge County Comprehensive Plan and the stated purposes of the Dodge County Land Use Code. The committee finds that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment and further finds that the land proposed for rezoning is suitable for development and will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas. The committee finds that the proposal will not be used to legitimize or spot zone a nonconforming use or structure and finds that the rezoning is the minimum action necessary to accomplish the intent of the petition.

Respectfully submitted this 16th day of MARCH, 2015


Tom Schaefer


Allen Behl


Randy Grebel


Joseph Marsik


Janice Bobholz

Planning, Development and Parks Committee

An Ordinance amending the Land Use Code, Dodge County, Wisconsin by placing certain lands in Section 26, T09N, R17E, Town of Ashippun, in the C-2 Extensive Commercial zoning district.

Whereas the subject matter of this Ordinance has been duly referred to and considered by the Dodge County Planning, Development and Parks Committee and a public hearing having been held, after the giving of requisite notice of said hearing and a recommendation thereon having been reported to the Board of Supervisors, Dodge County, Wisconsin as required by section 59.69 of the Wisconsin Statutes.

Whereas the Dodge County Planning, Development and Parks Committee has reviewed and considered the facts presented in the application and received at the public hearing relating to the subject matter of this Ordinance for compliance with the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code.

Whereas the Dodge County Planning, Development and Parks Committee has found that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal and has further found that the proposal is consistent with the Dodge County Comprehensive Plan and the stated purposes of the Dodge County Land Use Code. Furthermore, this Committee has found that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment, that the land proposed for rezoning is suitable for development and will not have an unreasonable effect on rare or irreplaceable natural resources, that the proposal will not be used to legitimize or spot zone a nonconforming use or structure and that the rezoning is the minimum action necessary to accomplish the intent of the petition.

The County Board of Supervisors of the County of Dodge does ordain as follows:

Section 1. The "official zoning map" adopted with the Land Use Code, Dodge County, Wisconsin on March 21, 2000 is hereby amended as shown on the map attached hereto and made part of this Ordinance.

Section 2. This Ordinance shall be effective upon enactment and publication.

Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.

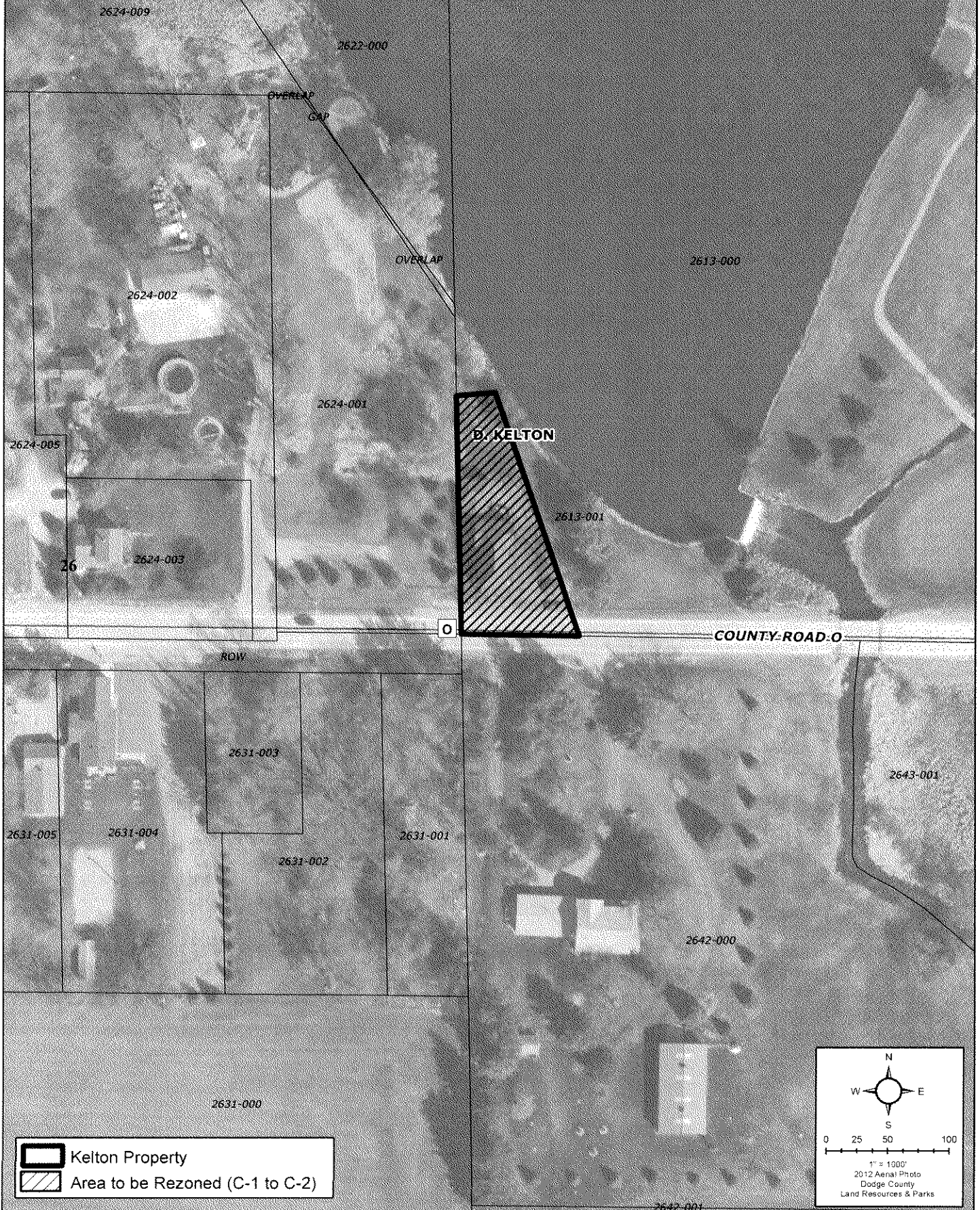
Adopted and Approved this ____ day of _____, 2015.

Russell Kottke
Chairman

Karen J. Gibson
County Clerk

**Dana Kelton
Town of Ashippun, Sec. 26**

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.



REPORT 2

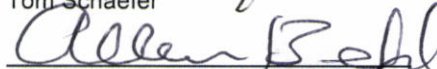
TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We, the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of David Lauersdorf Trust requesting amendment of the Land Use Code, Dodge County, Wisconsin, to rezone approximately 24.7-acres of land from an A1 Prime Agricultural Zoning District to an A-2 General Agricultural Zoning District in part of the NW ¼, and part of the NE ¼, Section 11, Town of Lebanon, in order to allow for the expansion of two existing non-farm residential lots and to allow for the creation of two non-farm residential lots at this location and recommend adoption of the attached ordinance.

The committee has reviewed and considered the facts presented in the application and received at the public hearing and finds that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal. The committee finds that the proposal is substantially consistent with the Dodge County Comprehensive and Farmland Preservation Plans and is consistent with the stated purposes of the Dodge County Land Use Code. The committee finds that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment and further finds that the land proposed for rezoning is suitable for development and will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas. The committee finds that the proposal will not significantly impair or limit current or future agricultural use of the adjacent properties. The committee finds that the proposal will not be used to legitimize or spot zone a nonconforming use or structure and finds that the rezoning is the minimum action necessary to accomplish the intent of the petition.

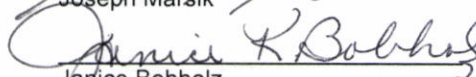
Respectfully submitted this 6th day of April, 2015.


Tom Schaefer


Allen Behl


Randy Grebel


Joseph Marsik


Janice Bobholz

Planning, Development and Parks Committee

Ordinance No. 939

An ordinance amending the Land Use Code, Dodge County, Wisconsin by placing certain lands in Section 11, T09N, R16E, Town of Lebanon, in the A-2 General Agricultural zoning district.

Whereas the subject matter of this ordinance has been duly referred to and considered by the Dodge County Planning, Development and Parks Committee and a public hearing having been held, after the giving of requisite notice of said hearing and a recommendation thereon having been reported to the Board of Supervisors, Dodge County, Wisconsin as required by Section 59.69 of the Wisconsin Statutes.

Whereas the Dodge County Planning, Development and Parks Committee has reviewed and considered the facts presented in the application and received at the public hearing relating to the subject matter of this ordinance for compliance with the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code.

Whereas the Dodge County Planning, Development and Parks Committee has found that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal and has further found that the proposal is substantially consistent with the Dodge County Comprehensive and Farmland Preservation Plan and the stated purposes of the Dodge County Land Use Code. Furthermore, this Committee has found that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment, that the land proposed for rezoning is suitable for development and will not have an unreasonable effect on rare or irreplaceable natural resources, that the proposal will not significantly impair or limit current or future agricultural use of the adjacent properties, be used to legitimize or spot zone a nonconforming use or structure and that the rezoning petition is the minimum action necessary to accomplish the intent of the petition.

The County Board of Supervisors of the County of Dodge do ordain as follows:

Section 1. The "official zoning map" adopted with the Land Use Code, Dodge County, Wisconsin on March 21, 2000 is hereby amended as shown on the map attached hereto and made part of this ordinance.

Section 2. This ordinance shall be effective upon passage.

Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this ordinance are hereby repealed.

Adopted and Approved this _____ day of _____, 2015.

Russell Kottke
Chairman

Karen J. Gibson
County Clerk

[illegible]

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not represent a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.

0 100 200 400
1" = 400'
2012 Aerial Photo
Dodge County
Land Resources & Parks

AN ORDINANCE TO CREATE SECTION 1.39 – PUBLIC RECORDS COMMITTEE, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN.

WHEREAS, Section 19.21(5)(3) of the *Wisconsin Statutes*, permits a County Board of Supervisors to provide, by ordinance, a program for keeping, preservation, retention, and disposition of public records, including the establishment of a committee on public records, and may institute a records management service for the county and may appropriate funds to accomplish such purposes; and,

WHEREAS, it is the considered opinion of the Dodge County Board of Supervisors that the creation of a committee on public records will benefit Dodge County by helping to ensure that public records of Dodge County are properly kept, preserved, retained, and disposed of in manners consistent with the laws of the State of Wisconsin and the Public Records Retention and Disposition Policies of Dodge County; and,

SO NOW, THEREFORE,

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DODGE DOES ORDAIN AS FOLLOWS:

Section 1. Section 1.39 of the Code of Ordinances, Dodge County, Wisconsin, is hereby created to read as follows:

1.39 PUBLIC RECORDS COMMITTEE.

- (1) CREATION OF PUBLIC RECORDS COMMITTEE. A Dodge County Public Records Committee is hereby created;
- (2) DUTIES. The duties of the Dodge County Public Records Committee shall be to: review Dodge County Records Retention and Disposition Policies; review statutes, administrative code provisions, and other rules or regulations that pertain to either the retention or disposition of records of Wisconsin counties; make recommendations to the Dodge County Executive Committee for changes to the Dodge County Records Retention and Disposition Policies; inform Dodge County Departments about Dodge County Records Retention and Disposition Policies; encourage compliance by Dodge County Departments with Dodge County Records Retention and Disposition Policies; and, monitor compliance by Dodge County Departments with Dodge County Records Retention and Disposition Policies;
- (3) MEMBERSHIP. The Public Records Committee shall consist of seven members, as set forth as follows:
 - (a) Chairman of the County Board of Supervisors, or the First Vice Chairman of the County Board of Supervisors, if designated by the Chairman of the County Board of Supervisors;
 - (b) County Clerk;

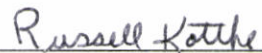
- (c) Corporation Counsel, or an Assistant Corporation Counsel, if designated by the Corporation Counsel;
 - (d) County Administrator;
 - (e) Sheriff, or designee;
 - (f) Director of Information Technology, or designee;
 - (g) Director of Human Services and Health Department, or designee.
- (4) MEETINGS. The Public Records Committee shall meet at least one time per year, and more often as required. Meetings of the Committee will be called by the Chairperson of the Committee. Minutes of meetings shall be recorded. Minutes of meetings shall be filed with the County Clerk.

Section 2. This Ordinance shall be in full force and effect upon enactment and publication as required by law.

Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.

Respectfully submitted this 21st day of April, 2015.


Dodge County Executive Committee:




Russell Kottke



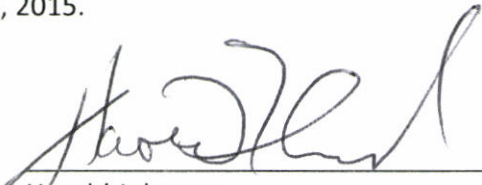
Donna Maly



MaryAnn Miller



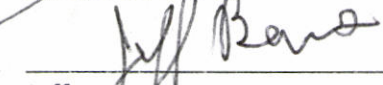
David Frohling



Harold Johnson



Joseph M. Marsik



Jeff Berres

Enacted and approved this _____ day of _____, 2015.

Russell Kottke, Chairman
Dodge County Board of Supervisors

Karen J. Gibson, County Clerk

AN ORDINANCE AMENDING CHAPTER 1-GENERAL GOVERNMENT, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN, TO REPEAL AND RECREATE SECTION 1.33 *RECORDS SCHEDULE*.

WHEREAS, the Wisconsin Counties Association initiated a Records Retention Task Force, which sought to create a comprehensive and flexible records retention and disposition schedule tailored to Wisconsin counties; and,

WHEREAS, the Task Force prepared a schedule, which has been approved by the Wisconsin Public Records Board, that will allow for records to be disposed of with permission of the Wisconsin Public Records Board in a time period less than the default time period of seven years otherwise required by Section 19.21(5)(c) of the *Wisconsin Statutes*; and,

WHEREAS, Dodge County has made changes to the Task Force's retention and disposition schedule to include records specific to Dodge County's respective retention periods not included by the Task Force; and,

WHEREAS, Dodge County requested and received approval of those changes from the Wisconsin Public Records Board; and,

WHEREAS, by enacting the Task Force's schedule with the approved changes, Dodge County will have adopted a records retention schedule that will allow for the disposition of records in a timely and scheduled manner;

SO NOW, THEREFORE,

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DODGE DOES ORDAIN AS FOLLOWS:

Section 1. Section 1.33 *Retention Schedule* of the Code of Ordinances, Dodge County, Wisconsin, a copy of which has been marked for identification as Exhibit "A" and has been attached hereto, is hereby repealed and recreated to read as set forth in Exhibit "B", attached hereto.

Section 2. This Ordinance shall be in full force and effect upon enactment and publication as required by law.

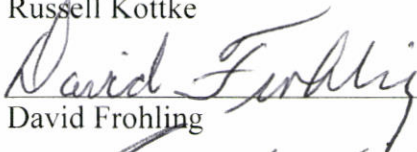
Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.

Respectfully submitted this 21st day of April, 2015.

Dodge County Executive Committee:



Russell Kottke



David Frohling




Joseph Marsik



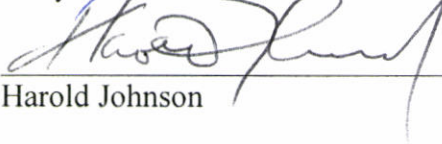
Jeff Berres



Donna Maly



Mary Ann Miller



Harold Johnson

Enacted and approved this _____ day of _____, 2015.

Russell Kottke, Chairman
Dodge County Board of Supervisors

Karen J. Gibson, Dodge County Clerk